miOttawa Department of
Public Health

Power Automate: Turning Local Health Hassles into High-Speed Wins



Kim Moore, MS she/her/hers
Ottawa County Dept of Public Health
Holland, MI

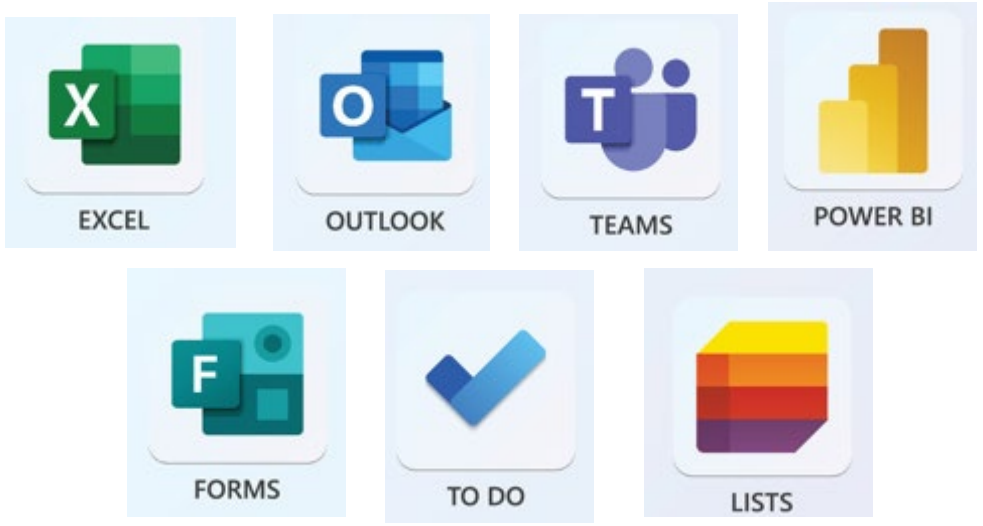
Problem: There’s no good way for us to collect point in time caseload data from our EHR.

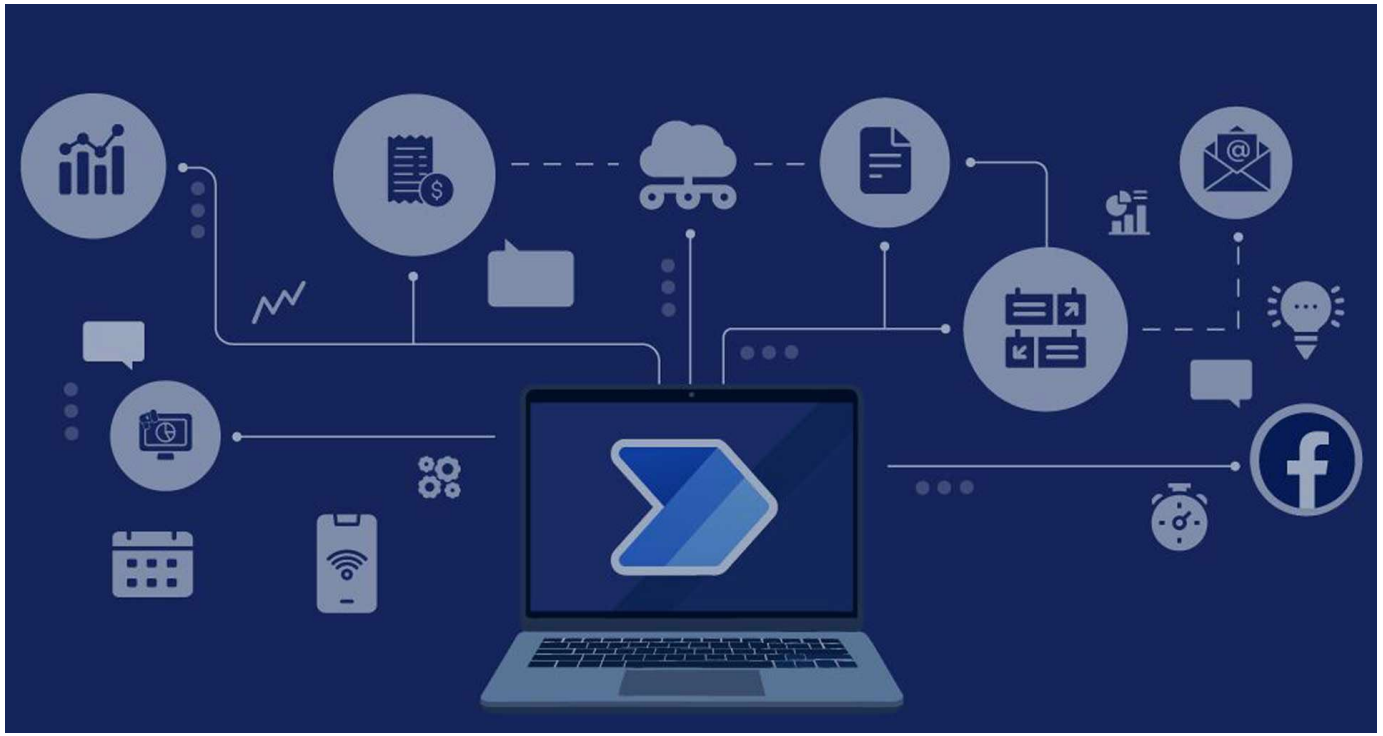
- Clearly identified cadence (Same day, every month)
- Clearly identified criteria (What data, from where)
- Staff should be able to complete the request with 5 minutes
- Accessible to technical staff in case of reporting error, but as hands off as possible

Our Solution…

What is Power Automate? Do I have it?

- ✓Microsoft's Low Code Workflow Building Tool





- ✓Standard Feature of Office 365 Govt
  - ✓Managed separate but adjacent to Microsoft admin center
  - ✓Standard Account – Great functionality!
  - ✓Premium Account – Access to additional connectors

Scan for complete list of Power Automate Connectors

What would I use Power Automate for?

Instant — Click a button, a thing happens

- Create class envelope labels from a list
- Get all flows and current status
- Send a Flow Bot teams message with current weather conditions before heading out to the field

Scheduled — On this cadence, a thing happens

- Send a monthly email asking for caseload updates
- Create and post on teams a weekly meeting agenda
- Email emergency response team a request to update weekly availability

Automated — When one thing happens, another thing happens

- When a form is completed, add a school clinic to a team calendar
- When a new employee is hired, add all upcoming staff events to their calendar
- When a form is completed, autofill a state reporting form with responses

Develop a 2 Flow Process Using:

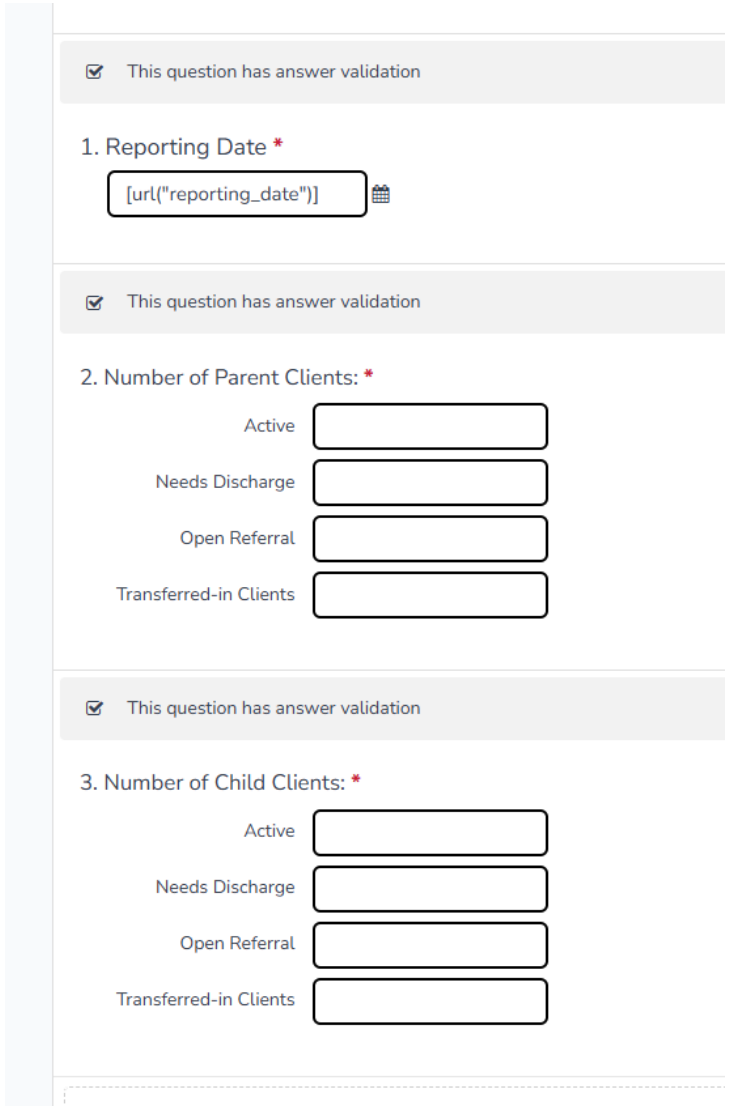
Alchemer

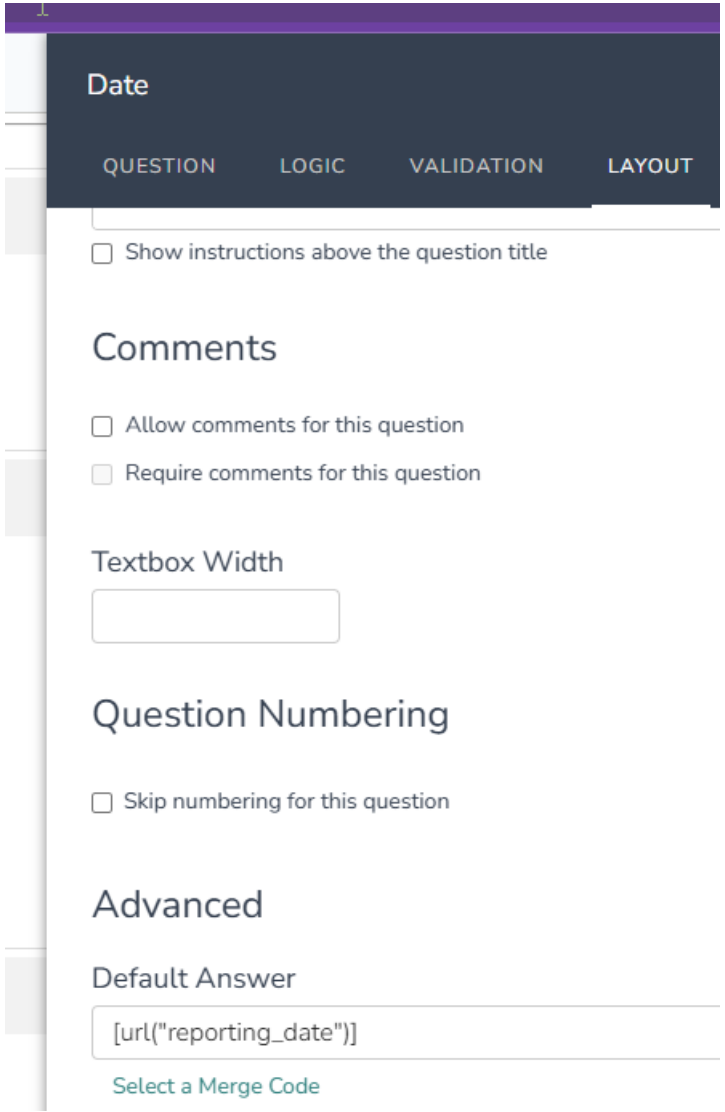




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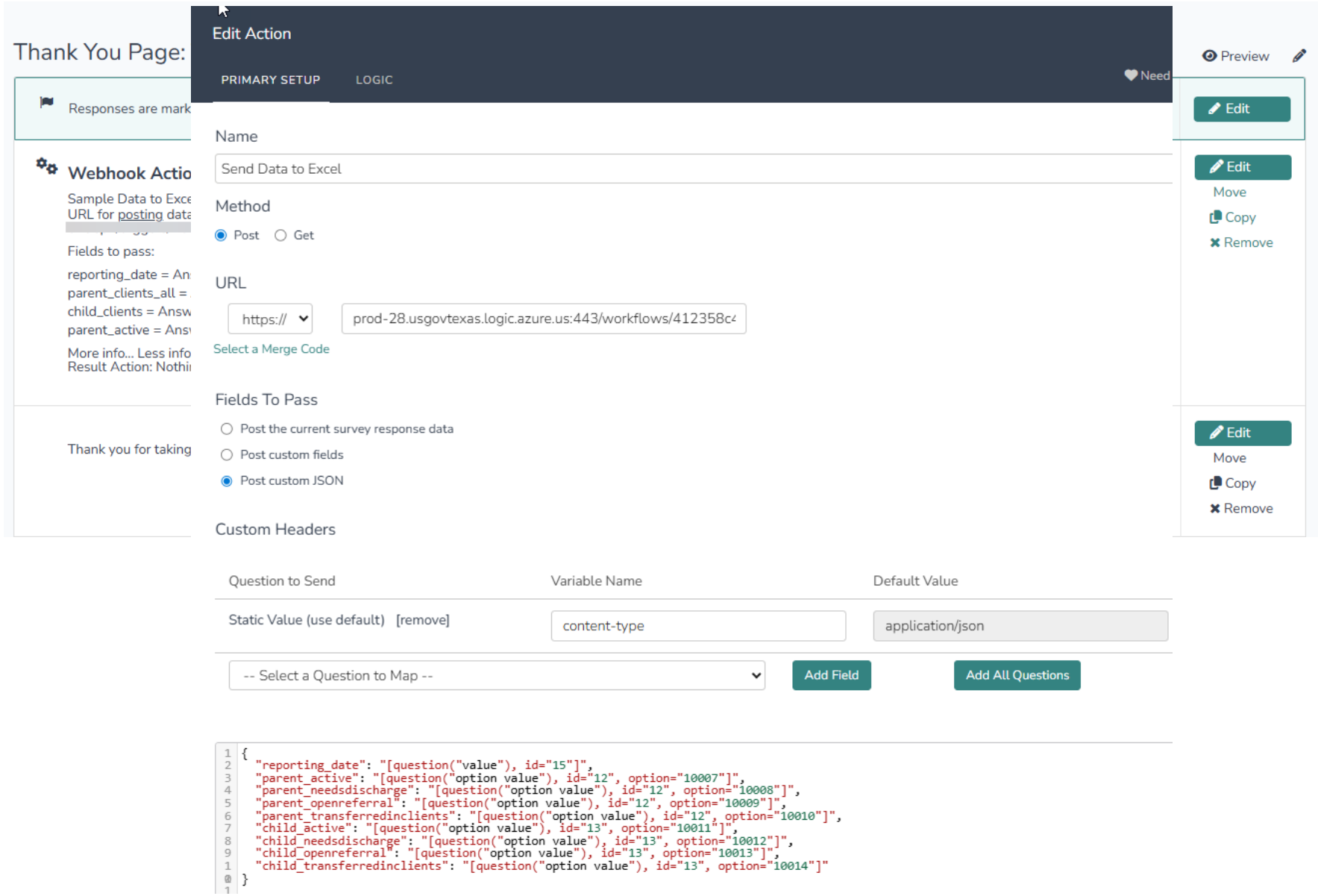
Survey Page 1

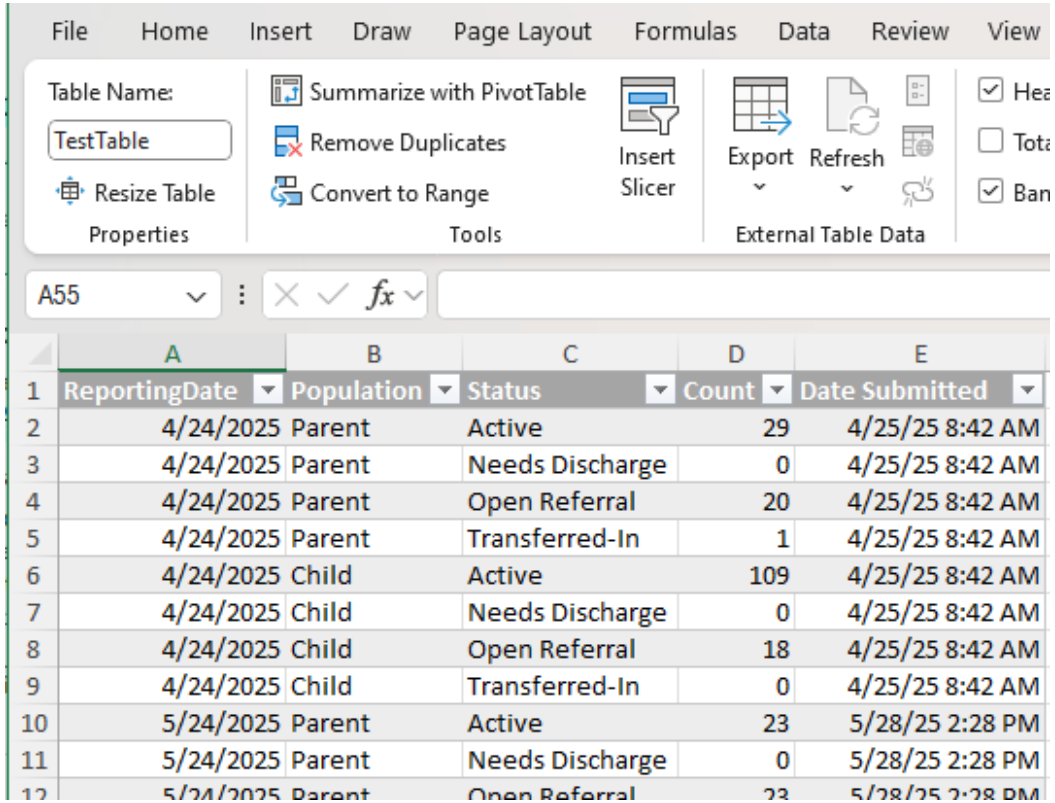




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Survey Page 2

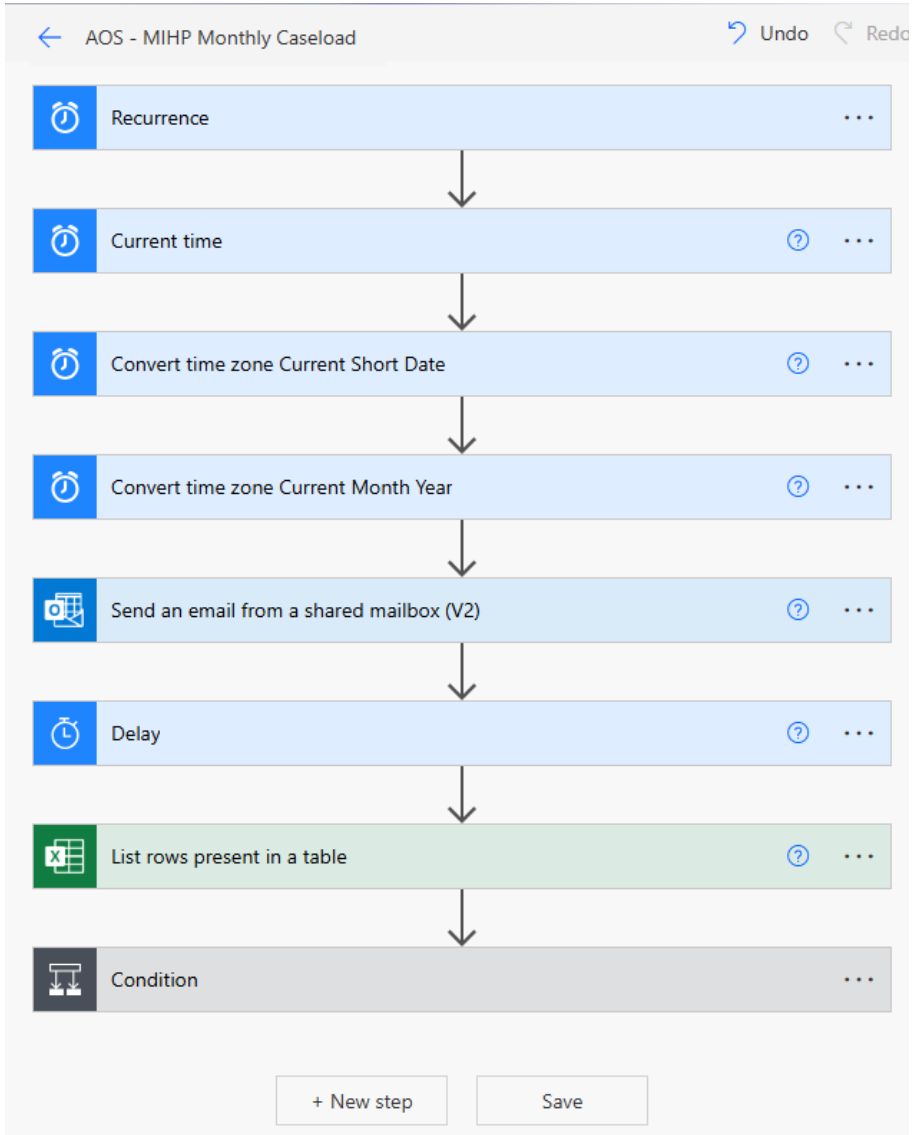


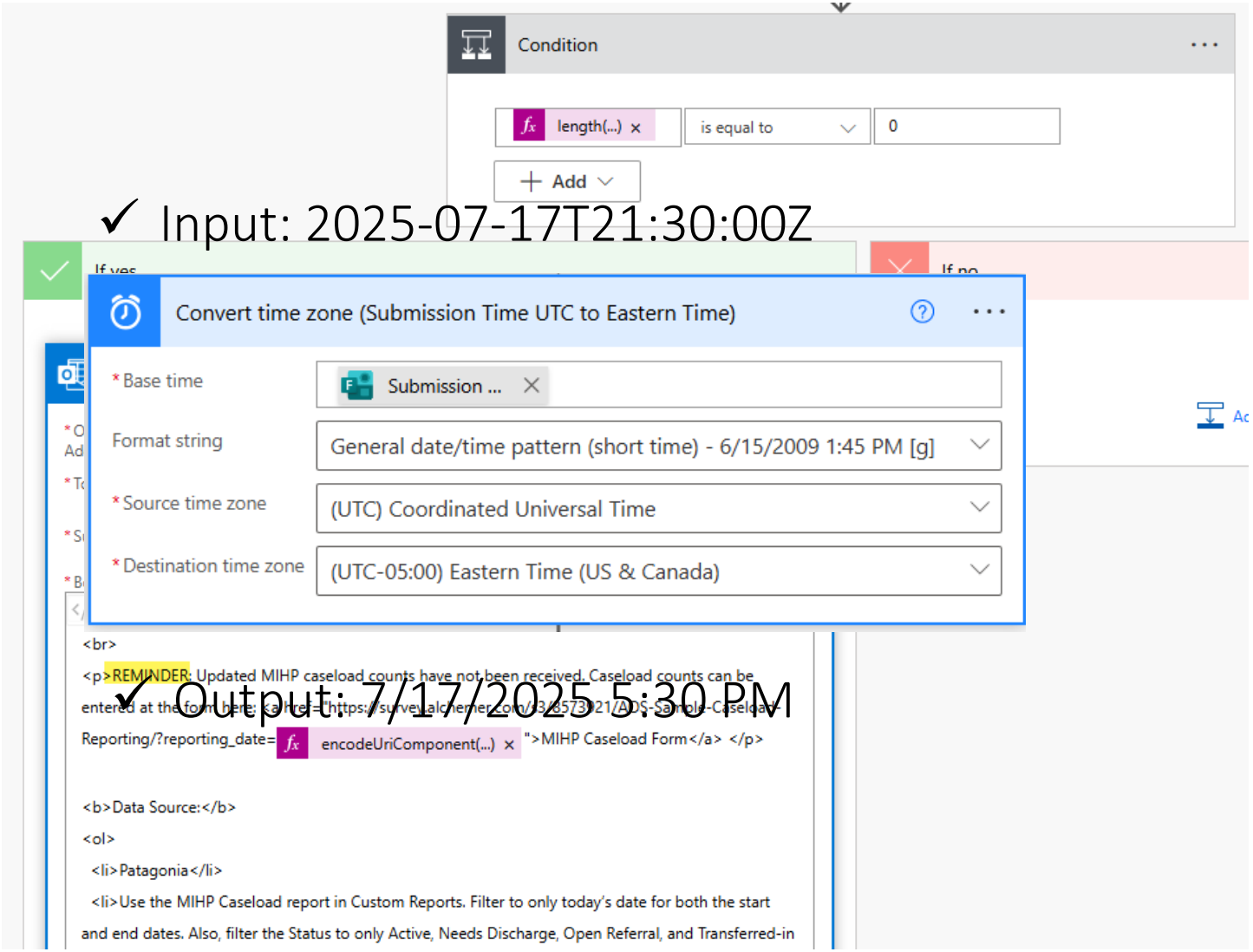


	A	B	C	D	E
1	ReportingDate	Population	Status	Count	Date Submitted
2	4/24/2025	Parent	Active	29	4/25/25 8:42 AM
3	4/24/2025	Parent	Needs Discharge	0	4/25/25 8:42 AM
4	4/24/2025	Parent	Open Referral	20	4/25/25 8:42 AM
5	4/24/2025	Parent	Transferred-In	1	4/25/25 8:42 AM
6	4/24/2025	Child	Active	109	4/25/25 8:42 AM
7	4/24/2025	Child	Needs Discharge	0	4/25/25 8:42 AM
8	4/24/2025	Child	Open Referral	18	4/25/25 8:42 AM
9	4/24/2025	Child	Transferred-In	0	4/25/25 8:42 AM
10	5/24/2025	Parent	Active	23	5/28/25 2:28 PM
11	5/24/2025	Parent	Needs Discharge	0	5/28/25 2:28 PM

- Store it in SharePoint/Teams (or OneDrive)
- Create a table, not just a range
- Decide what makes the most sense for your data needs when deciding how to display (Should all fields be on a single line or should each data point get its own line?)

2 Flow Process - Flow 1: Monthly Reminder

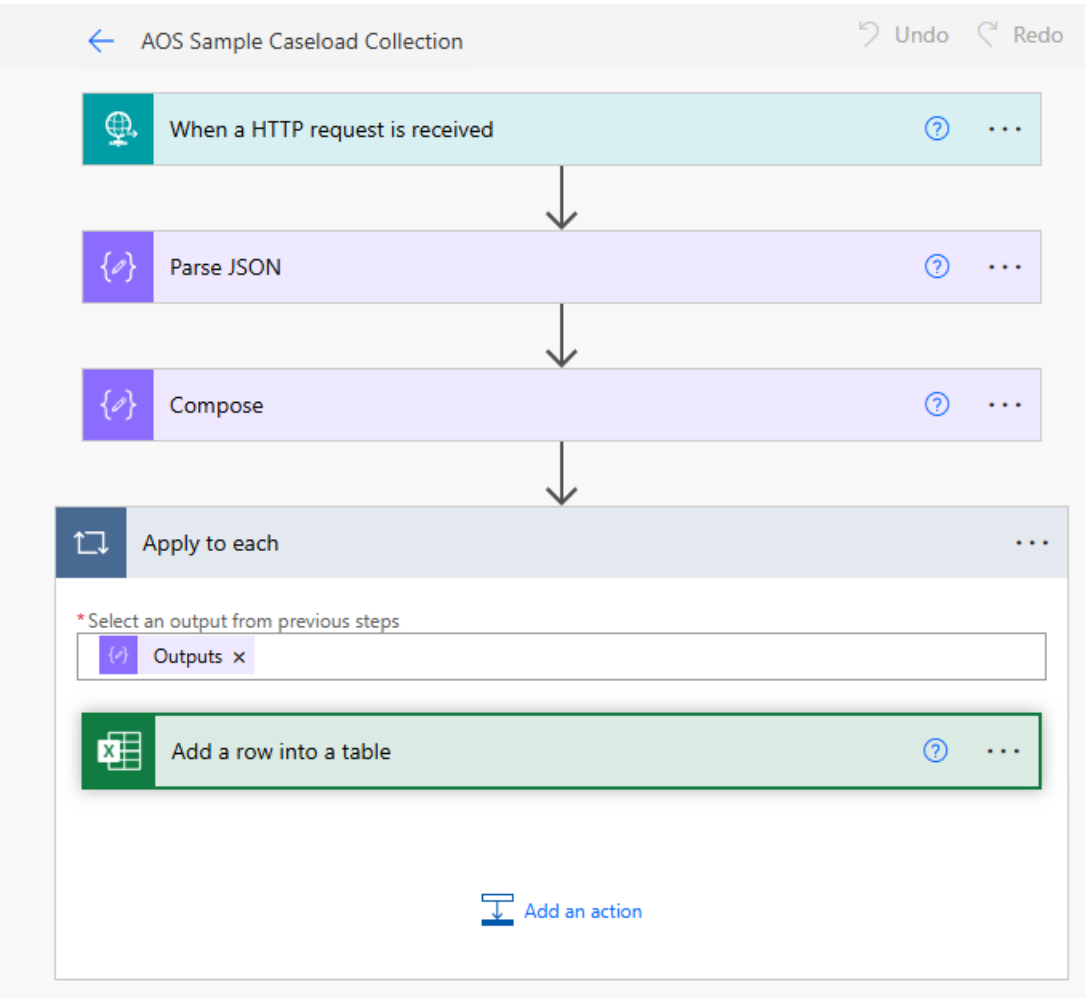


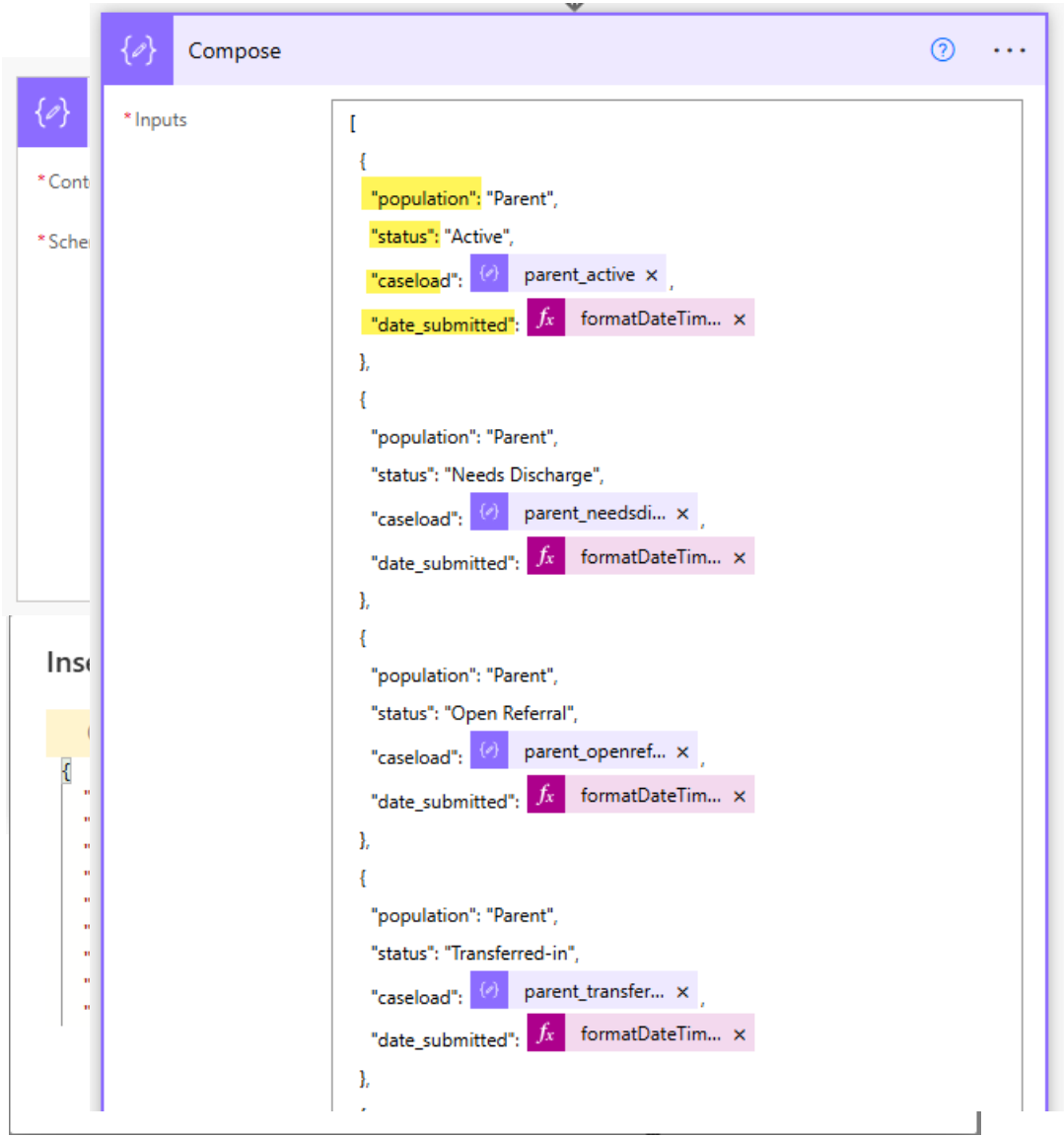


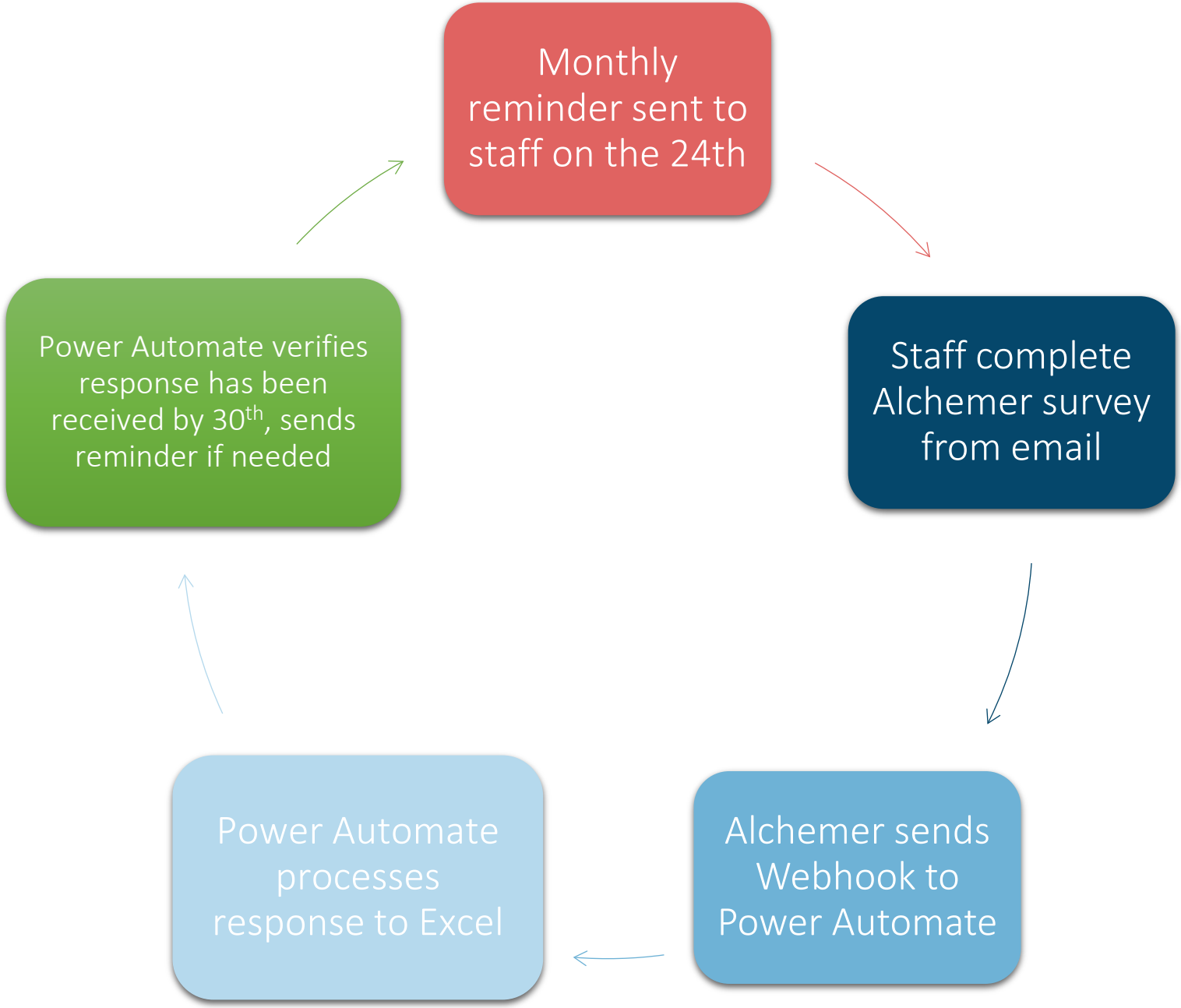
✓ Input: 2025-07-17T21:30:00Z

✓ Output: 7/17/2025 5:30 PM

2 Flow Process - Flow 2: Data Received



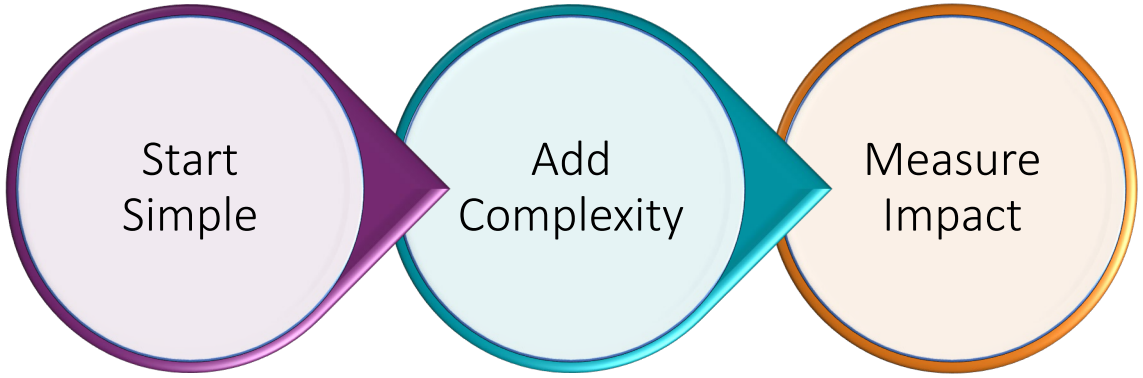



Monthly reminder sent to staff on the 24th
Staff complete Alchemer survey from email
Alchemer sends Webhook to Power Automate
Power Automate processes response to Excel
Power Automate verifies response has been received by 30th, sends reminder if needed

Other Success Stories

- State Reporting Integration
  - Microsoft Forms to State Reporting Forms
  - Word/Adobe Templates used bi-directionally
    - Fill in the form, convert to analyzable data structure
    - Provide the answers, fill in the blanks on a reporting form
- Travel Immunizations Request Form
  - Multi-person forms converted to individual data lines
  - Allowed EMR integration
- Oral Health Screenings
  - Auto-fill redundant fields for a classroom
  - Simultaneously collects state reporting data and internal reporting data

The Pattern Remains the Same



Lessons Learned and Implementation Tips



Start Simple



Meet IT Early



Use AI for Code



Learn with Friends



Document Everything



Test Strategically

Questions? Let’s Connect!

Scan to provide feedback and see a Power Automate workflow in action!



Kim Moore, MS
Ottawa County Department of Public Health
kmoore@miOttawa.org