

Implementation Guide

What	When	Who	How
<p>Step 1</p> <p>Ask all patients about smoking status, family members' smoking status, household smoking rules, and assess readiness of tobacco users to quit.</p> <ul style="list-style-type: none"> • “Do you currently use any tobacco products?” 	<ul style="list-style-type: none"> • At the front desk • During vital signs • During the visit • Upon admission to hospital 	<p>The receptionist, physician, medical assistant, nurse, other administrative or clinical staff</p>	<ul style="list-style-type: none"> • Use nurse or other assessment forms to identify smoking status. • Document in medical records.
<p>Step 2</p> <p>Assist and advise all tobacco users who want to quit and prescribe or recommend medication, if appropriate, or refer tobacco user to their primary care provider.</p> <ul style="list-style-type: none"> • A strong, personalized message from a health care provider increases the chance of quitting success • “Quitting smoking is the best thing you can do for your health.” 	<ul style="list-style-type: none"> • During the visit • During the hospital stay 	<p>A physician, physicians assistant, nurse, nurse practitioner, counselor, health educator or any other clinical staff</p>	<ul style="list-style-type: none"> • Address tobacco use and secondhand smoke exposure at every visit. • Use the QuitWorks Brochure to advise the smoker to quit and establish a no-smoking rule in the home. Brochures can be ordered through www.quitworks.org. • Recommend medication if appropriate (see pharmacotherapy pocket card)
<p>Step 3</p> <p>Refer tobacco users to the Massachusetts Smokers' Helpline using the QuitWorks referral form.</p> <ul style="list-style-type: none"> • Complete the referral form included in the packet (also available for download at www.quitworks.org) 	<ul style="list-style-type: none"> • During the visit • In consultation with a nurse or health educator • At discharge 	<p>Any clinical or administrative staff</p>	<ul style="list-style-type: none"> • Complete QuitWorks form and fax to 1-866-560-9113. • File referral form in patient or tobacco user's medical records. • Arrange follow-up visit with tobacco users.

QuitWorks will send feedback reports after initial contact with the tobacco user and 6 months later.

QuitWorks

ABOUT QUITWORKS

What is QuitWorks?

QuitWorks is a [free](#), evidence-based stop-smoking referral service available for all Massachusetts health care providers.

What QuitWorks Offers

- [Massachusetts' free, proven-effective stop-smoking services](#)—proactive telephone counseling, a website, self-help information, and referral to community tobacco treatment services
- [A simple patient referral form](#) with HIPAA-compliant patient authorization
- [Tobacco user status reports to referring providers](#)—the provider you choose will receive faxed information on the services each tobacco user selects and, six months later, a report of each tobacco user's quit status

Tobacco users referred using the QuitWorks referral form will be contacted by the **Massachusetts Smokers' Helpline**.

GETTING STARTED

1. Use the Guide on the reverse side to learn how to use QuitWorks and answer key questions. Current QuitWorks users, hospitals, health centers, large clinics: please see the supplemental sheet for more information.
2. Use QuitWorks materials available:
 - A simple [referral form](#). – this form can be downloaded at www.quitworks.org
 - The [implementation guide](#) (on reverse side) to help focus your efforts
 - A QuitWorks [brochure](#) and secondhand smoke [fact card](#) to be distributed to tobacco users
 - An [introductory video](#) explaining how to use QuitWorks and the services patients will be offered
 - A provider [pocket guide](#) to tobacco treatment pharmacotherapy and the 5A brief tobacco intervention
 - An [order form](#) so that you can obtain additional materials, free of charge
3. Start using QuitWorks today.

For more information:

www.quitworks.org
quitworksinfo@makesmokinghistory.org

RESOURCES

www.quitworks.org

- Website for the QuitWorks program, providing information on the program and the QuitWorks collaboration
- QuitWorks referral forms, consumer materials, provider and office practice guides, and re-order instructions available on-line

www.makesmokinghistory.org

- Website providing tobacco information, and quitting assistance
- A self-paced, user-friendly, interactive program for tobacco users who want to quit smoking
- Success stories and in-depth expert articles
- Information on Massachusetts health promotion activities, and other tobacco control efforts

Massachusetts Smokers' Helpline

- Services in English (1-800-784-8669) and Spanish (1-800-8-DÉJALO) with translators for other languages
- Information on tobacco, referrals to local tobacco treatment programs, and free telephone tobacco counseling
- Quit Tips available 24 hours a day in English and Spanish (1-800-9-GET-A-TIP)
- TTY line—1-800-TDD-1477 (1-800-833-1477)