

# Implementation Guide

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

**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 fax-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 enrollment 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 enrollment form will be contacted by the Massachusetts **Try-To-Stop 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 [enrollment form](#). – this form can be downloaded at [www.quitworks.org](http://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 in your child & family health care practice

For more information:

[www.quitworks.org](http://www.quitworks.org)  
[quitworksinfo@makesmokinghistory.org](mailto:quitworksinfo@makesmokinghistory.org)

## RESOURCES

### [www.quitworks.org](http://www.quitworks.org)

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

### [www.makesmokinghistory.org](http://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

### **1-800-Try-To-Stop Smokers' Helpline**

- Services in English 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)