

ENLISTING THE HELP OF OFFICE STAFF

There are many ways office staff can assist the Physician in helping smokers quit:

MAKING THE OFFICE SMOKE FREE

- Select a date to make the office smoke free.
- Advise all staff and patients of your plans.
- Post no-smoking signs in all office areas.
- Select a Smoking Cessation Coordinator for the office.
- Remove ashtrays from all office areas.
- Prominently display smoking cessation materials and information.
- Eliminate all tobacco advertising from magazines in the waiting room.
- Order and update educational materials on quitting smoking. (Videos, audio tapes, brochures, journal articles, posters.)
- Set up displays with informational materials presented.

WORKING WITH SMOKING PATIENTS

- Assess the smoking status of all patients while measuring vital signs.
- Prominently place a "Smoker" sticker on the chart of all smoking patients, as a reminder to ask about their smoking.
- Use a permanent progress card that assesses patient smoking history. Attach the card to the patient's chart for the physician to complete and the smoking cessation coordinator to review at each visit.
- Develop a "Tickler file" for the progress cards to keep track of smoker efforts, so that follow-up phone calls and/or letters can be sent.
- Provide positive encouraging messages to patients in quit process.

REGULAR MAINTENANCE - FOLLOW-UP

- Arrange a follow-up visit within 1-2 weeks after the patient's quit date.
- Within 7 days of the first visit and before the actual quit date, call or send a letter to the patient reinforcing the decision to stop and providing a reminder of the quit date.
- At the first follow-up visit, ask about the patient's smoking status and discuss progress and problems.
- Arrange a second follow-up visit in 1-2 months.





Y 1 2 5