

INSTRUCTIONS FOR FAXING A QUITLINE REFERRAL FROM EPIC

Step #1: Create Your Smartphrase

Referring Organization Information:

Organization: *** County: ***

In order to receive a Participant's Outcome Report, you must be a HIPAA-Covered Entity

- I am a HIPAA-Covered Entity? ***
- I would like to receive an Outcome Report

Provider: @me@ Fax: *** Phone: ***

Person being referred to Quitline:

Name: @NAME@ DOB: @DOB@

Address:
@ADD@

Gender: @SEX@ Pregnant: {YES / NO:22418}

Contact Information:
@PTPHONE@

Language preference: {Languages:200004::"English"}

YES I am ready to quit tobacco use within the next 30 days, or have recently quit. I request QuitlineNC to contact me to help me with my quit plan.

I DO NOT give permission to QuitlineNC to leave a message when contacting me.

Signature: Pt gave verbal permission

Date: @TD@

The best time for QuitlineNC to call:

- 9am - 12pm
- 12pm - 3pm
- 3pm - 6pm
- 6pm - 9pm
- 9pm - 12am

NOTE: The QuitlineNC is open 7 days a week; but call attempts to participants are only made until midnight. Calls made over the weekend may be made at times outside of the 3-hour time frame selection.

Confidentiality Notice: This facsimile contains confidential information. If you have received this facsimile in error, please notify the sender immediately by telephone and confidentially dispose of the material. Do not review, disclose, copy, or distribute.

DOUBLE YOUR CHANCES OF QUITTING FOR GOOD

Step #2: Talk With Patient

Part of the care we provide here is helping connect you with the best resources for becoming tobacco-free to improve your health. We refer everyone to the NC Quitline, a free telephone counseling line for tobacco treatment counseling. They will call you within 1-3 days. May I refer you?

Step #3: Documentation

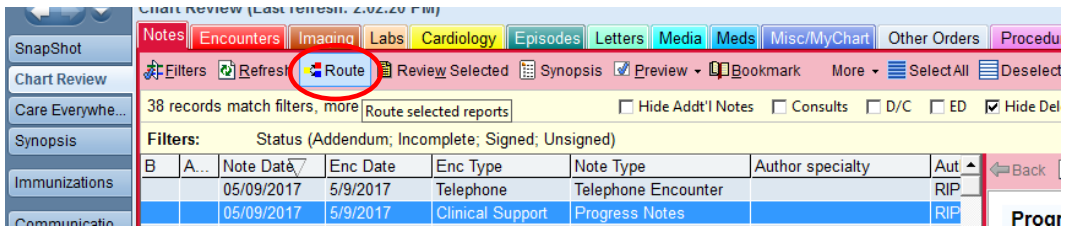
- Open an encounter in EPIC (telephone or other type of encounter)
***Important tip: Don't insert into an existing note, otherwise your entire note will fax to the Quitline.
- In your note, enter the name of your smartphrase and fill in any blanks

The screenshot shows a web-based form titled "QuitlineNC FAX REFERRAL FORM" within an EPIC "Progress Notes" window. The form includes a logo for QuitlineNC.com, a "1-800-GUIT-NOW" button, and the text "Fax completed form to: 1-800-483-3114". Below this, there is a section for "Referring Organization Information" with fields for "Organization:" and "County:". A checkbox labeled "Cosign Required" is present. At the bottom, there is a section for HIPAA consent: "In order to receive a Participant's Outcome Report, you must be a HIPAA-Covered Entity" with two bullet points: "I am a HIPAA-Covered Entity? yes" and "I would like to receive an Outcome Report". The window also features a "Sign at close encounter" dropdown menu and standard window controls like "Restore", "Close F9", and "Cancel".

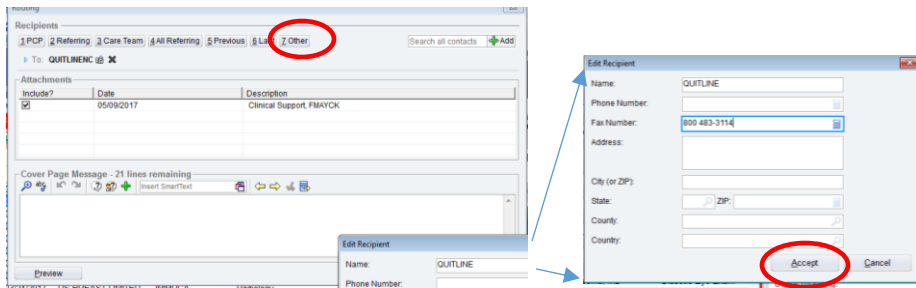
- Close the encounter

Step #4: Send Fax

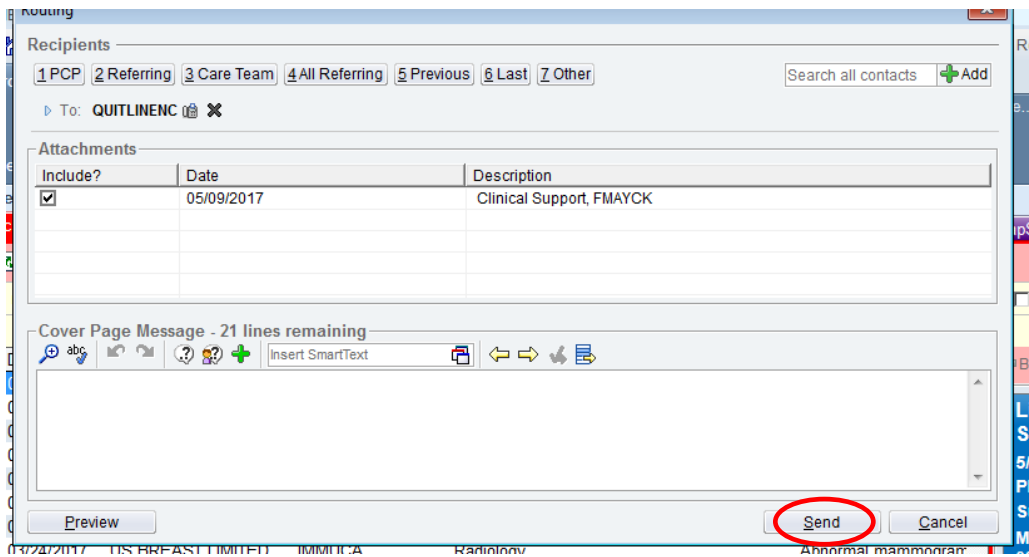
- In Chart Review, highlight encounter and click on "Route"



- Choose 'Other' and enter QUITLINE and the fax number 800-483-3114



- Accept and send



***Tip: You can save the Quitline under "My List" so that you don't have to input the fax number each time you want to refer a patient