INSTRUCTIONS FOR FAXING A QUITLINE REFERRAL FROM EPIC

Step #1: Create Your Smartphrase

<u>Referring Organization Information:</u>

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: ***

────────────────

<u>Person being referred to Quitline:</u>

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@

<u>The best time for QuitlineNC to call:</u>

- 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.

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?
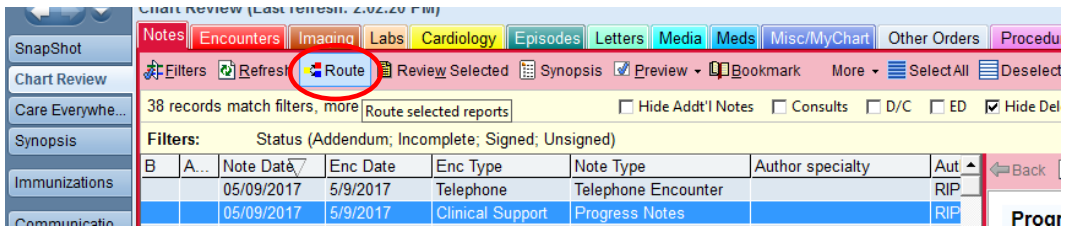
Step #3: Documentation

- 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
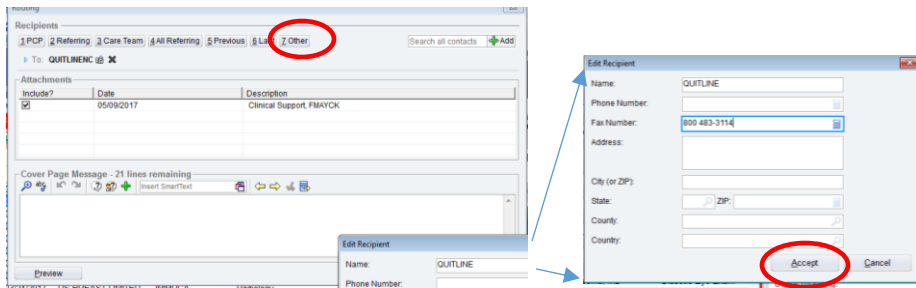

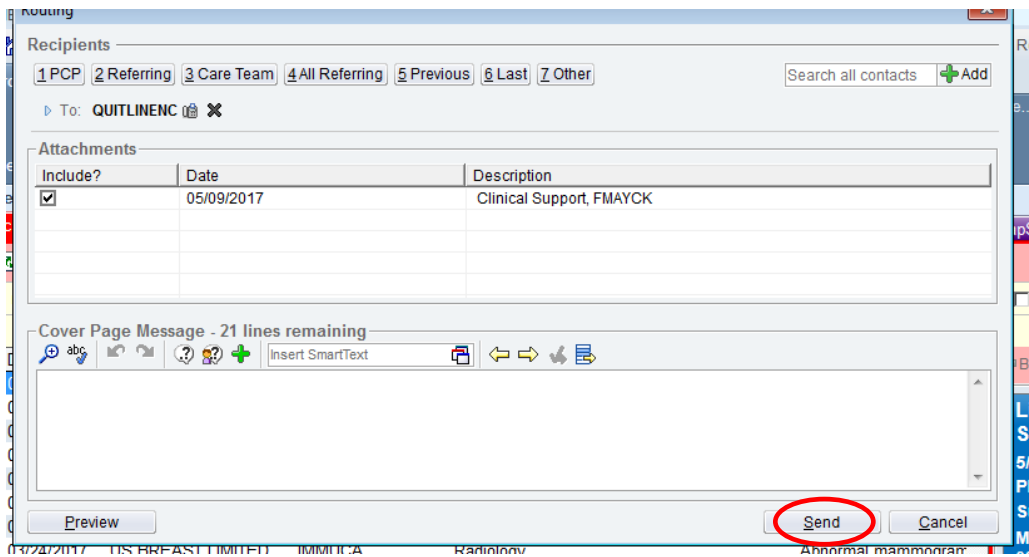- Close the encounter

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