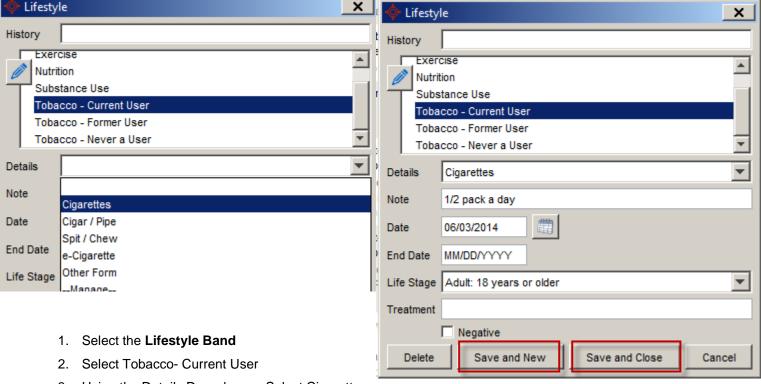## Appendix C –<u>First Time</u> Entry into the EMR -Tobacco Reduction Cessation

Scenario #1 – Client is a current Tobacco User - Form of tobacco is cigarettes and uses ½ package of cigarettes a day

1. Select the **Lifestyle Band**
2. Select Tobacco- Current User
3. Using the Details Drop down – Select Cigarettes
4. Identify ½ pack in the Note
5. Identify the **Start date, Life stage**
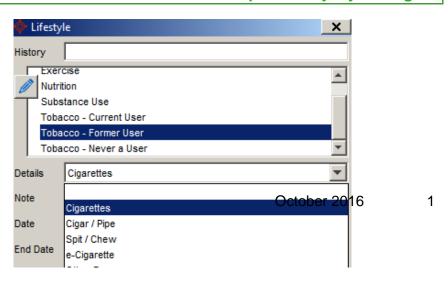6. Add any clinical information in the **Treatment** field.
7. Do one of the following:

   Click on **Save and New** to save current entry and add another one.

   - Or –

   Click on **Save and Close** to save current entry and exit the History Selection window.

Scenario #2 – Client is a Former tobacco user that use to smoke ½ pack a day 3 years ago

1. Select the **Lifestyle Band**
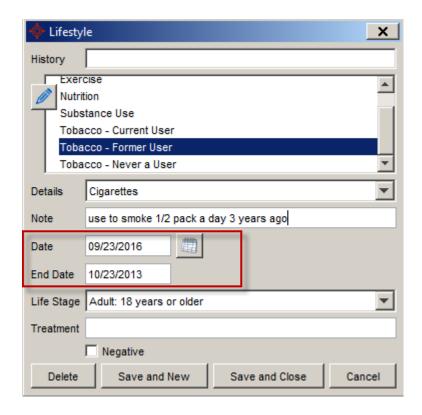2. Select Tobacco- Former User

3. Using the Details Drop down – Select Cigarettes
4. Identify "use to smoke ½ pack a day 3 years ago"
5. Identify the **Start date, Life stage**
6. Identify the end date of 3 years prior – Sept 23, 2013
7. Do one of the following:

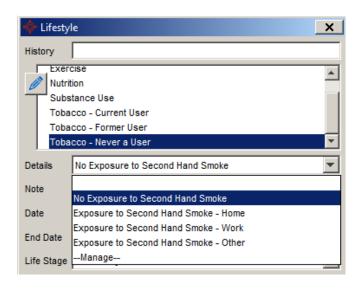Click on **Save and New** to save current entry and add another one.

- Or –

Click on **Save and Close** to save current entry and exit the History Selection window.

This is how it will show in the lifestyle band:

Scenario #3 – Client has never been a Tobacco user

1. Select the **Lifestyle Band**
2. Select Tobacco- Never a User
3. Using the Details Drop down – Select No exposure to second hand smoke
4. Do one of the following:
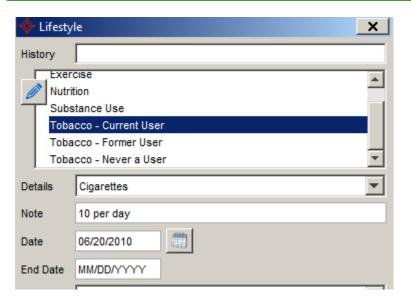   Click on **Save and New** to save current entry and add another one.
   - Or –
   Click on **Save and Close** to save current entry and exit the History Selection window.

Scenario #5 – Client was smoking 10 cigarettes per day on June 20, 2010, 15 cigarettes per day on November 27, 2011 and 30 cigarettes per day on August 26, 2013. This demonstrates the Item History Feature

1. Complete the intial entry in June 2010 as pictured in

2. When updating the entry in November 2011 double click on the item itself from the history band

3. Adjust the note and date to November 27 2011 or select the calandar to add today's date.

4. Proceed with the update for the next 2013 entry.

5. If wanting to view the history of these entries select the history button in the window.

Scenario #6 – Client indicated was smoking 10 cigarettes per day at appointment on June 10, 2016 when returning on September 20, 2016 the client indicates they have quit smoking. This requires a change in their status.
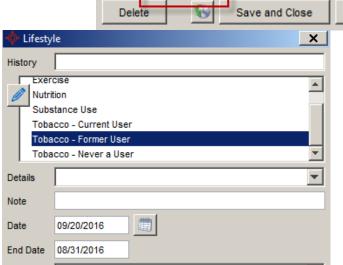
1. Initial entry as per scenario #1

    2016-Jun-10   Tobacco - Current User [*Cigarettes: 10 per day*]

2. Upon the clients return on September 20, 2016 Double click to open the June entry

3. Update this status to indicate Negative and add today as the End Date of the current user entry. This will allow the new Former User entry to be reported.

4. Select the plus symbol to open another status and indicate Tobacco- Former User

5. Update the date to September 20 2016. Include the end date for the day they stopped smoking.
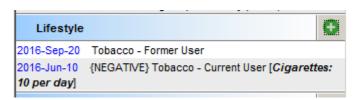

6. This is how the history will be displayed in the band: