

**QUIT 4 GOOD**

You're **4** times more likely to  
stop smoking for good with our help.



**[www.quit4good.co.uk](http://www.quit4good.co.uk)**

## **WCC Stop Smoking Service Guide for using Outcomes4Health**

April 2019





## Stage One

You will be sent login details following the training and a link to the login page. You will need to set a security word which you will have to input every time you enter a new set of patient identifiable details on to the system.

Please go to the **Services** area and then click on the left hand side on to **1. Smoking Cessation Registration** to register your client's quit attempt.

The screenshot shows the Outcomes4Health web application interface. At the top, there is a navigation bar with 'Home', 'Services', 'Assessments', 'Reports', 'Claims', 'Admin', and 'Help'. The 'Services' menu is active. Below the navigation bar, there is a green notification box stating: 'This page has been restored after an intervening prompt: Security word check. Please check carefully that we have navigated to the correct page before continuing.' The main content area is divided into two columns. The left column is titled 'Provide Services' and contains a list of services under 'Smoking Cessation (GP)': '1. Smoking Cessation Registration', '2. 4 Week Quit Status', and '3. 12 Week Quit Status'. The right column is titled 'Recent Provisions' and includes a search box for 'Identifier', a link to check for outstanding notifications, and a 'View all provisions for:' dropdown menu. A blue button at the bottom of the right column says 'Click here to view or edit all provisions'. The text below the button states: 'You currently do not have any provisions recorded. - select a service to provide on the left'.

Ensure to input all the required information. This will assist when generating reports for the GP practice, commissioner and the mandatory questions set by the Department of Health.



**Pre-quit assessment**

Use this service to record quit date, level of dependency and initial CO level measurement.

**Please Note:**The 4 week appt **MUST** be recorded using the 4 week evaluation service to measure quit success - **stage 4**

Registration date

Client name

Date of Birth   
Enter as dd-mmm-yyyy (eg 23-Feb-1989)

Gender  Male  Female

Ethnicity

Postcode

Address

NHS Number   
If neither the client nor the provider know the NHS Number, you can enter "Unknown". If the client has never been issued with an NHS Number, you can enter "Not Issued".

Consultation setting

Who is your registered GP?  
GP Practice   
Start to type GP practice name and select from list  
 try to filter results by "nearest first" ...  
... nearest to either patient postcode (if found) otherwise your provider postcode

Stop Smoking Advisor

Confirm meeting face to face  
Confirm face to face  Yes  No  
Work/Live in local area?  Yes  No

**Service Information**

A summary of your Service Specification can be added here with a clickable link to the full document

**Referral Process**

The registration page consist of consultation setting, GP details, client prescription levy status (is the client exempt from NHS prescription charges), client occupation status, previous quit attempts

As you go through the form please ensure that you **choose General Practice Setting** for the Consultation Setting.

As you work through the form, it will auto generate answers for you as you start typing. Depending on which answers you input, the form will generate other responses for you to follow on from, including tips and guidance.

The Outcomes4Health forms have been designed so that they only include the information required to meet the reporting requirements of the Department of Health.

Please make sure that you record the CO reading and the quit date you have discussed with the patient. Based on the consultation you have undertaken, recommend and agree with the patient what type of medication would be best to be prescribed to them.



Ideally for the first 4 weeks since setting their quit date, patients should be seen each week and prescribed one weeks' worth of medication. However we do understand that for some clients that can be difficult so it can be done fortnightly or weekly via a telephone call. Practitioners should not prescribe more than two weeks at a time in the first 4 weeks

Once you have entered the follow up appointment date and saved the registration form this screen will show

The screenshot shows the 'Services' page of the Outcomes4Health application. At the top, there is a navigation menu with 'Home', 'Services', 'Assessments', 'Reports', 'Claims', 'Admin', and 'Help'. A green success message box contains the following information:

- 1. Smoking Cessation Registration provision successfully entered and saved
- The following system generated provision report letters are available
  - [Patient Consent Form](#)
- Quick links to other related services
  - [4 Week Quit Status](#)
  - [12 Week Quit Status](#)

Below the message, there are three main sections:

- Provide Services:** Includes a link to show all accredited services and a list of services: 1. Smoking Cessation Registration, 2. 4 Week Quit Status, 3. 12 Week Quit Status.
- Provision List Options:** A checkbox for 'Show patient identifiable details' is checked. A link is provided to check for outstanding notifications.
- Recent Provisions:** Features a search bar for identifiers and a dropdown menu to filter provisions by date order. A 'Show' button is present.

At the bottom, there is a table of recent provisions:

Date Order	Service (stage)	Identifiers	User	Status
2019-04-03	1. Smoking Cessation Registration	<ul style="list-style-type: none"> <li>John Smith Test</li> <li>1985-04-03</li> <li>CV34 4UL</li> </ul>	Harriet Masters	Claimable <a href="#">Click to Cancel</a>

Below the table, there is a 'Service Centre' section with a link to contact local commissioners.

The next step is to complete Stage 2 the 4 week quit status



## Stage 2- 4 Week Quit Status

Once again go into the **Services** area of the website and click on the left hand side to access **2. 4 Week Quit Status**.

### Provide Services

[Click here](#) to show all accredited services including ones that are normally hidden

- Smoking Cessation (GP)
  - 1. Smoking Cessation Registration
  - 2. 4 Week Quit Status**
  - 3. 12 Week Quit Status

### Service Centre

Contact your local commissioners if you cannot see services you expect to see.

**Warwickshire County Council**

Sexual Health  
 Etty Martin  
 ettymartin@warwickshire.gov.uk  
 01926 731461

**Provision List Options**

Show patient identifiable details

[To check if you have any outstanding notifications, click here...](#)

### Recent Provisions

Search for Identifier:

[Click here to show explanations of the Provision Status column](#)

View all provisions for:  **Show**

Provisions in date order [[>](#)] [Click to show Provisions ordered by most recently entered](#)

Date	Order	Service (stage)	Identifiers	User	Status
2019-04-03	1.	Smoking Cessation Registration	<ul style="list-style-type: none"> <li>• John Smith Test</li> <li>• 1985-04-03</li> <li>• CV34 4UL</li> </ul>	Harriet Masters	Claimable <a href="#">Click to Cancel</a>

[Click here to view or edit all provisions](#)

Consultation date

Client Name   
John Smith Test, CV34 4UL (03-Apr-1985)

**Contact type**

Contact type

Original Quit Date   
Please input original quit date - see service history stage 2  
 Enter as dd-mmm-yyyy (eg 23-Feb-1989)

Has this client used Varenicline for this quit attempt?

**Type of product used**

- NRT - one product
- NRT - two products or more
- Champix (Varenicline) only
- Champix and NRT
- Zyban ( Bupropion) only
- Zyban and NRT
- Willpower only

Has the client used any unlicensed pharmacological support during this quit attempt?

Unlicensed support

As you type, the name of the patient will appear in the list from the registration form and it will link the information together.

Depending on whether you choose a face to face appointment, or telephone appointment will determine what areas of the form you can fill out.

**Contact type**

Contact type  You can only record CO values when contact is in person

**Outcome if not CO verified**

- Quit self reported
- Not quit
- Loss to follow up

**Original Quit Date**

Please input original quit date - see service history stage 2  
Enter as dd-mmm-yyyy (eg 23-Feb-1989)

Has this client used Varenicline for this quit attempt?

**Type of product used**

- NRT - one product
- NRT - two products or more
- Champix (Varenicline) only
- Champix and NRT

**Contact type**

Contact type  You can only record CO values when contact is in person

**CO Evaluation - Only appears for In person contact**

CO level recorded?  Yes  No

**Original Quit Date**

Please input original quit date - see service history stage 2  
Enter as dd-mmm-yyyy (eg 23-Feb-1989)

Has this client used Varenicline for this quit attempt?

**Type of product used**

- NRT - one product
- NRT - two products or more
- Champix (Varenicline) only
- Champix and NRT
- Zyban ( Bupropion) only

In stage 2 you will also be asked to enter a CO reading to verify the quit. If you have had to undertake this appointment over the phone a different dialog box will appear and the quit will not be verified but self-reported.

Within stage 2 you are also able to record when a patient doesn't show up to an appointment, you can do this 3 times before recording it as an unsuccessful quit attempt.

This is also where you will enter the date of the next appointment and what you have prescribed.

After 4 weeks has passed, ideally we would like patients to be fortnightly and this can either be a face to face appointment or telephone until the 12 week quit date has been reached

**The next step is to complete Stage 3 - the 12 week quit status**



## Stage 3- 12 Week Quit Status

Go into the **Services** area of the website and click on the left hand side to access **3. 12 Week Quit Status**.

[Click here](#) to show all accredited services including ones that are normally hidden

• [To check if you have any outstanding notifications, click here...](#)

- Smoking Cessation (GP)
- 1. Smoking Cessation Registration
- 2. 4 Week Quit Status
- 3. 12 Week Quit Status

### Service Centre

Contact your local commissioners if you cannot see services you expect to see.

Warwickshire County Council

Sexual Health

## Recent Provisions

Search for Identifier:



• [Click here to show explanations of the Provision Status column](#)

View all provisions for:

Show

Provisions in date order [-] [Click to show Provisions ordered by most recently entered](#)

Date	Order	Service (stage)	Identifiers	User	Status
2019-04-03	2.	4 Week Quit Status	<ul style="list-style-type: none"> <li>• John Smith Test</li> <li>• 1985-04-03</li> <li>• CV34 4UL</li> </ul>	Harriet Masters	Claimable <a href="#">Click to Cancel</a>
2019-04-03	1.	Smoking Cessation Registration	<ul style="list-style-type: none"> <li>• John Smith Test</li> <li>• 1985-04-03</li> <li>• CV34 4UL</li> </ul>	Harriet Masters	Claimable <a href="#">Click to Cancel</a>

[Click here to view or edit all provisions](#)

Stage 3 is relatively simple to complete as you are mainly recording the CO reading and whether the quit has been successful.



Use this service to record smoking status at 4 week quit evaluation only  
 Service support such as contact information and links to useful documents can be configured to display here.

Warwickshire County Council, Saltisford Office Park,  
 Ansell Way, Warwick, Warwickshire

**Contact type**

Contact type

You can only record CO values when contact is in person

**CO Evaluation - Only appears for In person contact**

CO level recorded?  Yes  No

What is the recorded CO level?

CO reading  ppm

A reading < 10 indicates a successful quit

Quit CO verified

Original Quit Date

Please input original quit date - see service history stage 2

Enter as dd-mmm-yyyy (eg 23-Feb-1989)

Date of next appt.

Enter as dd-mmm-yyyy (eg 23-Feb-1989)

**Consultation notes**

Comments

Not Quit  Yes

Save and enter another

Summary of when to enter information on Outcomes4Health:

Timeline	Stage to be updated	Payment
Pre-Quit & Registration	Stage 1	Quit date set £10.65
Week 1	PID	
Week 2	PID	
Week 3	PID	
Week 4	Stage 2	4 week quit £41.00
Week 6	PID	
Week 8	PID	
Week 10	PID	
Week 12	Stage 3	12 week quit £5.15
<i>If they return to smoking &amp; removed from service</i>		<i>Not quit £10.65</i>

Total potential payment per client for 12 weeks successful quit = £56.80