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| **Establish Uniform Routine** | **Reminders are helpful** | **Availability is a must** | **Consistent placement in chart.**  | **Fostering a positive relationship** | **Make forms stand out** | **Audit charts quarterly** | **Clients having ownership** |
| Start w/5A’s form. | In-service w/a quit coach – know what we’re suggesting. | Keep extra forms in Exam rooms. | Place form on outside of chart. | Reminders that we are here to help. | Make form a specific color. | Audit! | Questionnaire while client waits in the lobby. |
| Go over form at certain point in each visit. | Reminder note on computer screen. | Have 5 A’s forms in every room. | Clerk place in chart. | Reward system for clients who participate. | Bright paper | Audit forms routinely to assess completion | Create a 5A’s form for clients to complete |
|  | Place stack of 5 A’s forms on clerks desks. | Keep extra forms in each Exam room. | Make sure form is in chart. | Naturally transition conversation to form (Don’t read word for word). | Specific color for 5A’s form |  |  |
|  |  |  | Place form in front of chart. | Non-Smoking material available at check in. |  |  |  |
|  |  |  | Make sure form is in front of chart. | Non-judgmental open conversation with client. |  |  |  |
|  |  |  | Make sure form is in chart. | Encouragement! |  |  |  |
|  |  |  | Make sure 5A’s is in the chart when working. |  |  |  |  |