



## Office Champions FQHC Project Instructions for pre-project chart review

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During the course of this project, you'll need to review charts twice: once before you begin and once at the end of the project. Following the training teleconferences, which will take place in April 2013, you can begin your pre-project chart review. **This review needs to be completed before you begin to make any changes to your office systems, no later than April 24, 2013.**

Begin early in the week and pull and enter data from the first 10 patients – over the age of 18 – your clinicians see that day. Follow the same process the following day, for a total of 20 patients. For each chart you pull, you will need to answer the questions:

1. Was tobacco use status documented?  
 Yes  No
2. If patient is current tobacco user, was it documented that the practice offered some type of tobacco cessation assistance?  
 Yes  No  N/A as patient is not a tobacco user

If the answer to question #1 is “No,” you will not need to answer question #2.

You will need to enter your data online at the “pre-project chart review” link at [www.aafp.org/askandact/officechampions](http://www.aafp.org/askandact/officechampions). You'll need to enter data from all 20 charts at one time. The attached form can be used to compile data prior to entering it online.

If you have questions about the chart review process, you can ask those at the end of the teleconference, or e-mail Michele Raney at [mraney@aafp.org](mailto:mraney@aafp.org), or call Michele at 800-274-2237 x3140.