

# Getting Started with Alcohol Use Screening



Starting Date: \_\_\_\_\_

1. Start of Day: make sure you have enough paper screens to hand out to patients as they check-in for their appointments. Original Document is stored; \_\_\_\_\_ .

\_\_\_\_\_  
*(which patient populations will you screen, i.e., new patients, annual physicals, etc.)*

2. As patients check in, give out the paper screener to patients who are due to be screened and ask them to fill it out and return it to the front desk staff.

\_\_\_\_\_  
*(indicate which screening tool your office will use; Annual Behavioral Health Questionnaire, the 3 Question (AUDIT-C), or another screening tool)*

3. Score the Alcohol Screening Questionnaire pre-patient appointment.

\_\_\_\_\_  
\_\_\_\_\_  
*(insert the workflow your practice has decided will work best for you as well as who will perform this task, i.e., attach to the front of the chart, enter the score into EHR immediately, or another method to include with the patient's chart)*

\*\* For those patients who are drinking above recommended limits;

**(3-6 for Women – 4-6 for Men)**, attach the “Alcohol and Health” brochure to the chart or

\_\_\_\_\_  
*(insert workflow for staff to include the brochure for the provider's conversation/counseling with the patient before they meet with the patient.)*

4. For patients (both men and women) who score 7-12, give the patient the “Alcohol Symptom Checklist” and ask them to fill it out while waiting. In addition to the brochure, be sure to include this checklist for the provider BEFORE they enter the exam room.

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*(insert the workflow your practice has decided will work best for you, i.e., attach to the front of the chart, enter the score into EHR, indicate score for MA's or another method to include with patient's chart)*

5. Recommended: Ensure that all screening scores are entered into the patient's paper or EHR chart.

\_\_\_\_\_  
*(indicate who is responsible, when and how this process will be completed)*