



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
6000 WEST HIGHWAY 98
PENSACOLA, FL 32512-0003

NAVHOSPPNCLAINST 6200.4F

Code 5015

11 SEP 2014

NAVHOSPPNCLA INSTRUCTION 6200.4F

From: Commanding Officer, Naval Hospital Pensacola

Subj: TOBACCO USE POLICY AND TOBACCO USE PREVENTION
PROGRAM

Ref: (a) SECNVAINST 5100.13E
(b) BUMEDINST 6200.12A
(c) Negotiated Agreement between Naval Hospital,
Pensacola and AFGE Local 1960
(d) NASPNCLAINST 5100.2H

Encl: (1) Tobacco Related ICD-9 Codes
(2) Acronyms

1. Purpose

a. This instruction establishes guidelines for a tobacco free compound at Naval Hospital Pensacola (NHP) and its Naval Branch Health Clinics (NBHC), as directed by branch clinic's corresponding base commanding officer (CO). Compound is defined as any property or non-residential building that is owned, operated, maintained or leased by NHP to include all roads, parking lots, sidewalks and exterior coverings on NHP and NBHCs listed.

b. This instruction provides policy and program guidance for the tobacco use prevention and cessation program, consistent with references (a) through (d).

c. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVHOSPPNCLAINST 6200.4E.

3. Applicability. This instruction applies to all NHP and NBHC military, civilian and contract staff, patients and visitors. This instruction does not supersede other instructions or regulations where tobacco use is controlled because of fire, explosive, communicable disease or other safety considerations.

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4. Background. The Surgeon General of the United States has determined that the use of tobacco products (ie. cigarettes, cigars, dip, chew), as well as exposure to second-hand smoke and tobacco product residues are hazardous to human health. Tobacco products may also adversely impact the health and readiness of our military forces. The health results of using tobacco products are an immense burden on the Department of Defense (DoD) health care system, as a whole.

a. Reference (a) requires written policies that discourage and control the use of tobacco products and reinforces that tobacco is not to be used while walking from point to point as it is inappropriate and detracts from military smartness.

b. Reference (b) guides all of Navy medicine personnel to set an example of a fit force by encouraging tobacco cessation and by prohibiting tobacco use while on duty, in the presence of patients or while in uniform representing Navy medicine. This includes when uniform standards are relaxed to meet our total force mission (i.e. personnel in scrubs or coveralls, etc.). This reference also guides that tobacco use is prohibited when a service member is traveling in a government vehicle in support of Bureau of Medicine and Surgery (BUMED) mission.

5. Policy. The policy of NHP is to provide staff, patients and visitors an environment that is tobacco free and discourages the use of tobacco products (e.g. electronic cigarettes, cigarettes, cigars, chewing tobacco, snuff, pipes and all other forms of tobacco and smokeless tobacco), promotes education about the hazards of tobacco use and encourages and assists tobacco users who wish to quit. The Command policy also provides clear guidelines to those who choose to use tobacco and allow tobacco use off of all hospital and clinic grounds thereby ensuring a safe, healthy and unpolluted environment for those who do not use tobacco.

a. Reference (c) expressly prohibits the sale and use of tobacco products in BUMED facilities.

b. Uniformed and civilian personnel within Navy Medicine are prohibited from using tobacco products while in the presence of patients or while in their working environment per reference (a). The heads of executive agencies are authorized to evaluate the need for further tobacco use restrictions and make

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adjustments per reference (b). Because of the risk of second- and third-hand smoke, Navy Medicine personnel, while in a duty status, shall demonstrate no visual or olfactory evidence of tobacco product use.

c. There will be no ashtrays or cigarette butt containers located on hospital or clinic property as all tobacco products must be disposed of before accessing any NHP governed property, as designated by the host activity.

d. Smoking outside the back fence line of NHP on Corry Station is prohibited. Smoking on Corry Station is only allowed in authorized areas as per reference (d).

e. Staff will not be authorized additional break time for tobacco use.

f. Tobacco use policy will be included in staff orientation, points of admission for all patients entering into care at NHP, annual training and check-in to the Command.

g. The Tobacco Cessation Program is open to all staff and beneficiaries of NHP. Tobacco cessation services include counseling (group or individual) and pharmacological intervention through assessment by a medical provider (applicable for beneficiaries only). Pharmacological intervention can be utilized by other than beneficiaries, but must be obtained and monitored by their designated primary care manager (PCM). Nicotine Replacement Therapy (NRT) can be prescribed to those meeting the criteria of assessment - those desiring to quit tobacco and not maintain their addiction.

6. Action

a. CO, NHP authorizes the execution of a tobacco-free compound policy at NHP and its NBHC and ensures implementation and enforcement of these procedures and guidelines.

b. All NHP and branch health clinic staff shall be responsible for compliance with and enforcement of this instruction and shall:

(1) Inform all NHP and NBHC patients and visitors of the NHP tobacco-free compound policy.

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(2) Assist in the enforcement of the tobacco-free policy by utilizing proper military courtesy, mutual respect and chain of command.

(3) Offer assistance to all staff and beneficiaries requesting tobacco cessation information and/or counseling by referring them to Deployment Health and Wellness Center or to Central Appointments for course time/date and registration.

(4) Appoint (by Appointment Letter) a Tobacco Champion for the medical treatment facility (MTF) and each outlying NBHC to be responsible for implementing the tobacco policy throughout the Command and to support any educational programs being offered within their particular population.

c. The Deployment Health and Wellness Center Manager shall:

(1) Ensure that tobacco cessation classes and/or individual counseling are available and accessible for all staff and beneficiaries.

(2) Serve as a resource and point of contact for providers with patients who use tobacco products and for tobacco users who wish to quit.

d. All healthcare providers shall:

(1) Inquire about a patients' tobacco use during routine examinations. This action is supported by the Healthcare Effectiveness Data and Information Set (HEDIS) Tobacco Metrics (No. 1), effective FY09.

(2) Annotate the patients' tobacco use in the electronic medical record (Armed Forces Health Longitudinal Technology Application (AHLTA) or ESSENTRIS) and state if counseling or intervention referral was offered and whether or not it was accepted or denied by the patient. This action is enforced by the HEDIS tobacco metrics.

(3) All HEDIS measures shall be properly coded using current International Classification of Diseases and Related Health Problems 9 (ICD-9) Codes in the patients' medical/health record. These codes relate directly to NHP's Performance Based Budget (PBB) criteria and are available in enclosure (1).

(4) Advise tobacco users of the risks associated with tobacco use and refer them, if amenable, to the Deployment Health and Wellness Center for information and/or registration for tobacco cessation services.

(5) Counsel all pregnant, potentially pregnant or lactating female tobacco users on the risks associated with tobacco use and/or secondary tobacco smoke/residue on the unborn fetus and/or newborn.

e. Department heads shall:

(1) Inform all NHP and NBHC military, civilian, contract employees, patients and visitors of the NHP tobacco-free compound policy, using educational supplies and materials provided by the Deployment Health and Wellness Center. Restock of low-inventory educational and marketing supplies shall be reported to the head, Deployment Health and Wellness Center for ordering and reissue.

(2) Inform prospective new employees and new admissions of the tobacco-free policy during the intake, interview, check-in or orientation portion of the person's encounter with NHP using educational supplies and materials provided by the Deployment Health and Wellness Center. Again, restock of low-inventory educational and marketing supplies shall be reported to the Head, Deployment Health and Wellness Center for ordering and reissue.

(3) Counsel and when appropriate, discipline employees for failure to comply with the NHP tobacco-free policy. Day to day responsibility for implementation, enforcement and compliance lies with each individual employed by NHP or one of its NBHCs. Counseling lies with each supervisor.

(4) Offer assistance and guidance to employees requesting tobacco cessation information and/or counseling by referring them to Deployment Health and Wellness Center services.

f. Central Appointments Staff shall: Include in any telephone hold message information that all NHP governed facilities are tobacco-free, that the policy applies to all patients, employees and visitors and includes all tobacco or

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nicotine-based products (e.g., electronic cigarettes, cigarettes, cigars, chewing tobacco, snuff, pipes and all other forms of tobacco and smokeless tobacco).

g. Facilities Management Department shall: Provide maintenance for signage to support NHP Tobacco-Free Compound policy.

h. Public Affairs Officer shall provide information to proper media sources regarding the tobacco-free compound to assist in the proper education, marketing of the initiative to the community, visitors, guests and staff to NHP governed properties. Proper media outlets include, but are not limited to, community newspapers, base and hospital television and internet and any other forms of outreach media.

i. Human Resources Department and NHP Union Representative shall:

(1) Inform all and new staff of the NHP Tobacco-free Compound policy when applying for or reporting in for new employment, recruitment, interviews or at new member orientation.

(2) Field inquiries regarding policy if applicable, corresponding with appropriate NHP agencies for correct responses.

7. Enclosure (2) is a list of acronyms used in this instruction.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of May 2012 and NAVHOSPPNCLAINST 5210.1B.



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Distribution is electronic via Naval Hospital SharePoint at:
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Tobacco Related ICD-9 Codes

Coding used for Tobacco encounters.

Nicotine Dependence: 305.1

Nicotine Withdrawal: 292.0

Smoking Cessation with Intervention and Counseling V65.42

History of Tobacco Use: V15.82

Prenatal Ed Initial Visit Risk Avoidance Smoking V65.49

Tobacco Use Hx of Tobacco Use: V1582

History of Smoking: V15.82

Anticipatory Guidance: Tobacco Use: V65.42

Anticipatory Guidance: Smoking Near Bedding or Upholstery:
V65.43

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ACRONYMS

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| AHLTA | Armed Forces Health Longitudinal Technology Application |
| BUMED | Bureau of Medicine and Surgery |
| CO | Commanding Officer |
| DoD | Department of Defense |
| HEDIS | Healthcare Effectiveness Data and Information Set |
| ICD-9 | International Classification of Disease and Related Problem 9 |
| MTF | Medical Treatment Facility |
| NBHC | Naval Branch Health Clinic |
| NHP | Naval Hospital Pensacola |
| NRT | Nicotine Replacement Therapy |
| PBB | Performance Based Budget |
| PCM | Primary Care Manager |