

STUDY

- Begin by studying the SBIRT Model and HealthTeamWorks Guidelines.
- Consider your patient population and how this model can best be applied to your practice.
- This does not have to take a great deal of your time.
- Determine the availability of behavioral health resources in your community and identify a suitable provider of brief therapy services. For help locating providers who specialize in substance use treatment, go to <http://linkingcare.org>.

DECIDE

- Choose the best screening method for your practice. It is recommended that you screen all of your patients at least once a year. Most people will do this by including the brief screening questions in an overall health history questionnaire.
- Then, administer the appropriate brief assessment instrument for patients who screen positive on the brief screening questions. This is usually done by asking the patient to complete the instrument, but for some physicians and/or some patients, administering the instrument orally may be more appropriate.
- Consider how staff members in the practice may be used to administer the brief screening questions and/or the brief assessment instrument.
- Choose additional indications for screening (e.g., specific diagnoses, medications prescribed, age groups, risk factors).

PREPARE

- Select a “champion” for this project from your office staff to assist with training, monitoring and updates.
- Train clinicians and staff for the project and assign specific responsibilities (administering questionnaire and self-report, completing flow sheet, arranging referrals, coding and billing).
- Keep copies of the HealthTeamWorks guideline, patient education materials, and referral information in examination rooms. Go to www.healthteamworks.org to print free materials.
- Determine a record-keeping system that protects patient confidentiality (e.g., a code or sticker on the chart to indicate that the patient has been screened and, if applicable, referred for treatment).

REINFORCE

- Remind your staff that screening is important for the health of your patients.
- Collect success stories to encourage ongoing support of the model.
- Accept feedback and adapt the process as you go to function as efficiently as possible.