

Population Health Data Management System (PHDMS) *PEI Smoking Cessation Program (SCP) - Quick Reference Guide*

Access PHDMS

1. Go to [PHDMS Login](#)
2. Enter the username and password. Forgot your password? Click "Forgot Password" to reset it.
3. After logging in, select the Smoking Cessation icon.

Access Patient Information

1. Click the drop-down arrow beside patient and select "New Patient".
2. Enter the patient's Provincial Health Number (PHN) and click "Retrieve".

Create a Patient File

1. **Access patient information**
 - a. Click the drop-down arrow beside patient and select "New Patient."
 - b. Enter the patient's PHN and click "Retrieve." If the patient is not found, manually enter information.
 - c. Double-click the patient's name in the blue row after confirming the PHN, name, and sex at birth.
 - d. In the "Load Patient" box, confirm their details and click "Yes".
 - e. Update any missing details and click "Save".
2. **Create a patient file**
 - a. Open the "Patient File" tab.
 - b. The status will show "Pending". No changes are needed - click "Save".
 - c. If the patient already has an active record within the same enrollment year, contact the Program Coordinator before proceeding.
 - d. If the file is inactive, check that the start date is over 12 months ago. If not, the patient cannot re-enroll.
3. **New Record Creation**
 - a. If eligible, click "New record" (bottom right), then click "Save" to finish.

Smoking Cessation Consultation (Initial Assessment)

1. Select the date of service, confirm clinician and location.
2. Complete questions on tobacco and/or vape use:
 - a. Tobacco Use History: Answer questions 1-14.
 - b. Vape Product Use History: Answer questions 1-10.
3. To enroll, the patient must respond 4 or 5 to both:
 - a. How important is it to you to quit smoking?
 - b. How confident are you that you can quit smoking?
4. Confirm the patient is being referred to the SCP and obtain consent.

Create Action Plan (Treatment)

1. Enter your name and location.
2. Select the consultation date to auto-fill information.
3. Confirm patient acknowledgement.
4. Tobacco Cessation Plan: For tobacco users (with or without vaping), select recommended Nicotine Replacement Therapy (NRT) or medication.
5. Vaping Cessation Plan: For vape-only users, select NRT.
6. Click “Save and Submit” to email the plan to Pharmacare for enrollment.
 - a. A pop-up window will open to send the form. Print the PDF for your records.

Create a Follow-Up Form

1. **Follow-up tab**
 - a. Select the Action Plan and pharmacy location.
 - b. Complete questions on smoking/vaping status, medication or NRT use, relapse risk, and follow-up plans.
 - c. If a treatment plan is required, select “Yes”, then click “Save” to send any medication or NRT changes to Pharmacare.

Additional Information

1. **Follow-up:** Adjust treatment within 30 days of starting therapy, if needed, and document the reason.
2. **Early re-enrollment:** Patients may enroll once per calendar year. If early re-enrollment is required, contact the Program Coordinator in advance for approval.
3. **Update an active record:** Double-click the file number to open and update the record.

The PEI Smoking Cessation Program:

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