

Expectations of Practice Administrators

Inform: continue to make sure your staff is aware of the comprehensive tobacco cessation benefit and the practice's on-going initiatives and tobacco free work place expectations. See attached overview of the *Tobacco QuitlineNC Fact Sheet* and *What the Tobacco User Can Expect*.

Support: encourage tobacco users amongst your staff to make use of the tobacco cessation and other support resources available through the NCMS Plan, and their personal physician

Recognize: employees who have become tobacco-free as a result of their efforts and response to this change in workplace policy and increase benefit offering.

Create and foster a "quit-friendly" environment: educate yourself and your staff about the cessation process and how to support those breaking free from tobacco. Engage former tobacco users as advocates.

Act responsibly: support the tobacco-free policies by holding all persons accountable, including staff, volunteers, patients, visitors, vendors and contractors.