All Staff are:

- **Knowledgeable** about healthy eating, active living theme - Small Steps and key messages: MOVE More, EAT Real, DRINK Water, REST Up for a healthier you

- **Aware** of weight sensitivity issues

- **Familiar** with the Healthy Habits Questionnaire and Small Steps chart

- **Comfortable** with beginning the conversation with the patient about healthy eating, active living

**Small Steps Office Workflow for Adult Well Visits**

**Goals:**
1. Introduce healthy eating, active living concept with positive messages and inviting environment
2. Assess patient’s healthy eating, active living behaviors using the questionnaire
3. Set goals if the patient is ready, using Small Steps chart

**Check In**
- Staff is familiar with Small Steps program
- Patient arrives and sees the poster hanging in the waiting room
- Want to become a healthier you? Take one small step.

**Rooming**
- Take accurate weight using protocol and patient friendly language
- Take accurate height using protocol
- Enter height and weight in EMR for BMI calculation
- Confirm that patient has completed the questionnaire
- Staff can initiate healthy habits conversation using Motivational Interviewing language

**Provider**
- Review Healthy Habits Questionnaire with patient
- Use Motivational Interviewing and Small Steps chart to support patient goal setting and document in EPIC
- For BMI out of normal range, use .BMIADULTFOLLOWUP to document follow up plan
- Use .HEAL smartphrases for resources to be printed on the AVS

**Check Out**
- Print After Visit Summary including goals, follow up plan and resources
- Patient takes Healthy Habits Questionnaire home with them

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