



QUITLINE REFERRAL SITE REGISTRATION FORM

PLEASE PRINT CLEARLY- ALL INFORMATION IS REQUIRED

Employer Name _____

Mailing Address: _____

City: _____ County: _____, VA Zip code _____

Business **FAX NUMBER:** (____) _____

Contact Person: _____

Position/ Job Title: _____

Contact Person's Phone Number: (____) _____

Contact Person's Email Address: _____

Is your company/ business HIPAA compliant? YES ___ / NO ___

EMAIL or FAX THIS FORM TO:
Rita W. Miller, Cessation Services Coordinator
Virginia Department of Health
Rita.Miller@vdh.virginia.gov
Fax: 804-864-7205
Questions – Call- 804-864-7897

VDHLiveWell.com/tobacco

Quitline Referral Site Registration

Explanations and Instructions to Complete Registration Form

Please **PRINT** clearly

ALL INFORMATION IS REQUIRED

Employer Name- the name of the company or business registering to refer employees. If this is a large employer, please include the name of the specific site/ location/ department within that company/business.

Mailing Address- the complete mailing/shipping address. **No P.O. boxes.**

Office Fax Number- This number used when Optum (the quitline service provider) faxes back the employee's outcomes report. ***(Only HIPAA compliant sites will receive employee outcome reports. All referral sites will receive an aggregate monthly report to allow tracking of referred employees.)***

Contact Person- the name of the person to contact if there is a problem with any transmissions or we have any questions about information on the form. The Contact Person can be any designated employee of the company. *The referral outcome report will be sent by OPTUM to the Contact Person, who may need to forward it to another department depending on your determined protocol.*

Position/ Job Title- the position or job title of the Contact Person

Contact Person's phone and Email- contact information used if/when we need to send a message to the company.

Indicate if this is a HIPAA compliant company/business as defined by HIPAA.

Return completed form to VDH by email to: Rita.Miller@vdh.virginia.gov