

Letter to Ambulance Services, Fire Districts, Police, Etc.

To be printed on hospital letterhead

Date

Name

Title

Business Name

Address

City, State, Zip

Dear (personalize with name),

As you may already know, Hospital Name is going tobacco-free on (date). As of that date, no tobacco use of any kind will be permitted inside or outside any of our facilities. This initiative also will include the elimination of designated areas outside our facilities, where patients currently use tobacco products.

Hospital Name has joined hospitals across Kansas in an effort to become tobacco-free. As a health care organization, we are committed to the health and safety of our patients. We have a responsibility to take a leadership role on this major health issue. We have a further responsibility to treat the whole patient, both mentally and physically. Allowing patients to use tobacco products while in our care defeats this purpose.

We value the professional relationship that has been established between (organization's name) and Hospital Name. Working together, we have helped address the physical and behavioral health needs of many in our community.

We are asking for your support in Hospital Name's tobacco-free initiative, by having (your transport personnel or officers or other name of staff) discontinue the common practice of promising patients the availability to use tobacco products once they arrive at our facility. After Hospital Name goes tobacco-free on (date), this practice could lead to unnecessary, false expectations for patients, which we are trying to avoid. However, if a patient relies on the use of tobacco, we want you to know that we have developed protocols to help our patients while they undergo nicotine withdrawal.

Hospital Name's decision to go tobacco-free is not an attempt to "force" anyone to quit using tobacco products. Rather, the tobacco-free initiative is a concrete way we can demonstrate our ongoing commitment to healthy living.

We appreciate your help and support as we head toward (date). If you have any questions or concerns, please feel free to contact me at (phone number).

Sincerely,
Hospital CEO/Administrator

Follow Up Letter to Ambulance Services, Fire Districts, Police, Etc.

To be printed on hospital letterhead

Date

Name

Title

Business Name

Address

City, State, Zip

Dear (personalize with name),

I wanted to send you a follow-up letter reminding you that on (date) Hospital Name is going tobacco-free, both inside and out. This includes the elimination of designated areas outside our facilities, where patients currently use tobacco products.

The relationship that is shared between (organization) and Hospital Name is very important to us. We feel that our combined efforts help address the health needs in our community.

We have taken steps to communicate daily to our patients that, while in our care, they will no longer be able to use tobacco products, either inside or out.

Please continue to inform (your transportation personnel or officers or other name of staff) that it is not in the patients' best interest to promise them the ability to use tobacco once they arrive at our facility.

Again, we thank you for your support in Hospital Name tobacco-free initiative. If you have any questions or concerns, please contact me at (phone number).

Sincerely,

Hospital CEO/Administrator