Division of Public and Behavioral Health

Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Vitals Entry	date	1 of 5

1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

2.0 Procedure

1. In the Search Form field, type Vitals Entry.
   a. Double-click on the Vitals Entry Form.

2. The Search Client screen will display.
   a. Search client by Client ID # or Last Name.
   b. Double-click on desired client.

3. The Vitals Entry Form will display.

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Vitals Entry	date	2 of 5

4. Choose the appropriate action:
    -   Add
    -   Edit
    -   Delete
5. To add a vital, click the radio button for add.

6. Document the Date & Time the vital was taken.

7. If the client refused the vital, make the appropriate selection under Refused Vitals.

8. Select the type:
    -   Vitals
    -   Visual

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Vitals Entry	date	3 of 5

9. Enter in the appropriate vitals taken from the following list:
   - Blood Pressure
   - Heart Rate
   - Respiration Rate
   - Temperature
   - Blood Glucose
   - Oxygen Saturation
   - Height – enter 5 11 for 5 foot 11. The in and cm will calculate based on the data entry for ft.
   - Weight – enter lbs. Kgs will calculate based on data entry for lbs.
   - BMI will automatically calculate based on data entry for height and weight
   - Pain – on a scale of 0-10

	Systolic	Diastolic		Position		
Blood Pressure	[ ] / [ ]	(mmHg)		○ Sitting	○ Lying	○ Standing
Heart Rate	[ ] (bpm)					
Respiration Rate	[ ] (bpm)					
Temperature	[ ] (F) [ ] (C)					
Blood Glucose	[ ] (mg/dL)					
Oxygen Saturation	[ ] (%)					
Height	[ ] (ft in) [ ] (in) [ ] (cm)					
Weight	[ ] (lbs) [ ] (kgs)					
BMI	[ ]					

Pain
○ 0 - No Pain   ○ 1   ○ 2   ○ 3   ○ 4   ○ 5   ○ 6   ○ 7   ○ 8   ○ 9   ○ 10 - Worst Pain

10. If applicable, enter comments in the comments box.

Division of Public and Behavioral Health
Policy

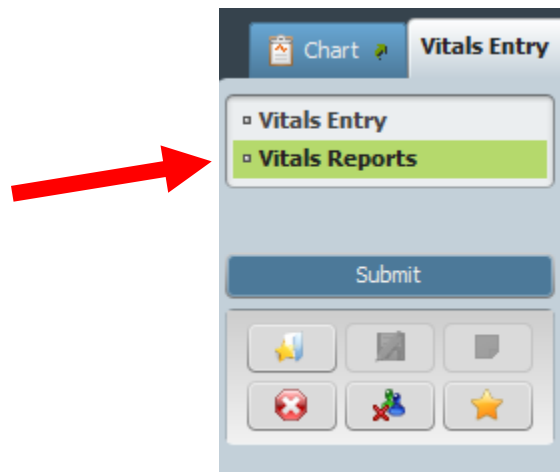| Control #	Rev.	Type	Title	Effective Date	Page
			Vitals Entry	date	4 of 5

11. If applicable, complete the following fields:
    - Social Model Detox/Symptoms
    - Symtpoms/con't
    - Social Model Detox – Standing Order Meds
    - Standing Order Meds / con't
    - Ordered By

12. When completed with entering vitals, click on the Vitals Reports title on the upper left hand side of the page.

13. The Vitals Reports offers various different reports that can be generated based on the client's vitals that have been entered into the system.

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Vitals Entry	date	5 of 5

14. When completed, click Submit on the upper left hand side of the page. This will record the vitals entered.