



Division of Public and Behavioral Health Policy

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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.

The screenshot shows a search interface with a table of results. The table has two columns: 'Name' and 'Menu Path'. The first row is highlighted in green and contains 'Vitals Entry' under 'Name' and 'Avatar CWS / Other Chart Entry' under 'Menu Path'. The second row contains 'Physical/Vital' under 'Name' and 'Avatar CWS / Other Chart Entry' under 'Menu Path'. Below the table is a search input field containing the text 'vital|' and a magnifying glass icon. Below the search field is a 'Browse Forms' button with a refresh icon. Below the button is a dropdown menu with 'Avatar PM' selected.

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

The screenshot shows a 'Select Client' search interface. At the top right is the title 'Select Client'. Below it is a dark blue header with a person icon and the text 'Select Client'. Below the header is a search input field containing the text 'robb' and a magnifying glass icon. Below the search field is a 'Results' section with a blue header. The results list contains one entry: 'STEPHANIE ROBBINS (000000002)'. Below the results list is a blue bar with a right-pointing arrow.

3. The Vitals Entry Form will display.



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The screenshot shows a web-based form for entering vital signs. On the left is a sidebar with 'Vitals Entry' and 'Vitals Reports' tabs, a 'Submit' button, and 'Online Documentation'. The main form area has a title 'Add/Edit/Delete Vital Sign' and three radio buttons: 'Add' (selected), 'Edit', and 'Delete'. There are also fields for 'Date' and 'Time' with a 'Current' button. Below this is a 'Refused Vitals' section with 'Yes' and 'No' radio buttons. A 'Type' section has 'Vitals' and 'Visual' radio buttons. The main body of the form contains input fields for: Blood Pressure (Systolic and Diastolic in mmHg), Heart Rate (bpm), Respiration Rate (bpm), Temperature (F and C), Blood Glucose (mg/dL), Oxygen Saturation (%), Height (ft in, in, cm), Weight (lbs, kgs), BMI, and Pain (0-10 scale).

4. Choose the appropriate action:

- Add
- Edit
- Delete

5. To add a vital, click the radio button for add.

This close-up shows the 'Add/Edit/Delete Vital Sign' header and three radio buttons: 'Add' (selected), 'Edit', and 'Delete'.

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

This close-up shows the 'Date' and 'Time' input fields. The 'Date' field has a calendar icon and a 'T' button. The 'Time' field has a 'Current' button.

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

This close-up shows the 'Refused Vitals' section with two radio buttons: 'Yes' and 'No' (selected).

8. Select the type:

- Vitals
- Visual

This close-up shows the 'Type' section with two radio buttons: 'Vitals' (selected) and 'Visual'.



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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

Blood Pressure	Systolic	Diastolic	Position	
	<input type="text"/>	<input type="text"/> (mmHg)	<input type="radio"/> Sitting <input type="radio"/> Lying <input type="radio"/> Standing	
Heart Rate	<input type="text"/>	(bpm)		
Respiration Rate	<input type="text"/>	(bpm)		
Temperature	<input type="text"/>	(F) <input type="text"/>	(C)	
Blood Glucose	<input type="text"/>	(mg/dL)		
Oxygen Saturation	<input type="text"/>	(%)		
Height	<input type="text"/>	(ft in) <input type="text"/>	(in) <input type="text"/>	(cm)
Weight	<input type="text"/>	(lbs) <input type="text"/>	(kgs)	
BMI	<input type="text"/>			
Pain	<input type="radio"/> 0 - No Pain <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 - Worst Pain			

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



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Comments

Additional Comments

▼

Social Model Detox / Symptoms

Symptoms / con't

Social Model Detox - Standing Order Meds

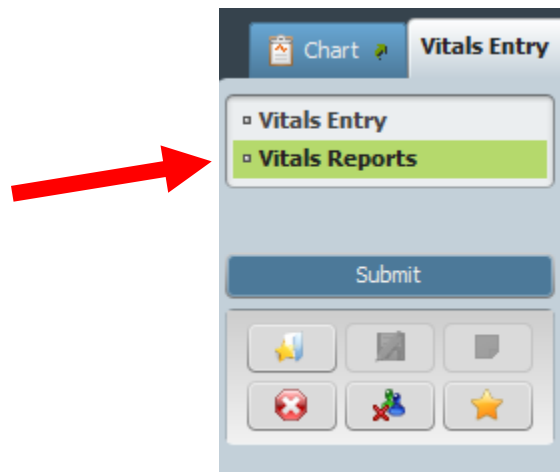
Standing Order Meds / con't

Ordered By

11. If applicable, complete the following fields:

- Social Model Detox/Symptoms
- Sympoms/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.



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

