Enter Vital Signs and Growth Measurements

Last Modified on 07/29/2021 2:43 pm EDT

OP sets **all defaults to share all information** Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.

Version 14.19

> **Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Well Visits or Encounters > New or Open Note button > Vitals/Growth**

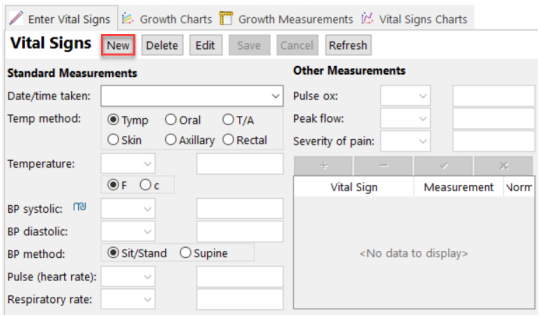
Overview

The sections below include steps entering Vitals, other measurements, and Growth Info. Also included below are steps to view Growth Charts and prior Growth Measurements.

Vital Signs: Standard Measurements

Note: BP Reference = latest NHLBI guidelines, Other Vital Sign Reference = Harriet Lane.

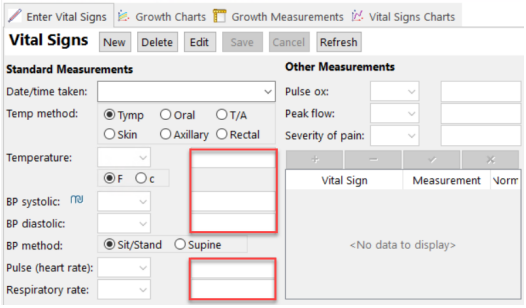
1. From an open Well Visit or Encounter note, click **Vitals/Growth**. The Vital Signs window displays the last saved record.
2. Click the **New** button. The current date and time are populated. The Date/time monitored field can be changed, if necessary.



3. Enter information in the Standard Measurements by clicking the drop-down or typing in the fields.

Note: The default position for BP measurement is **sit/stand**. To change to Supine, select the radio button. If multiple entries are done in the same day, Supine and Sit/Stand, an additional entry is required.

4. (Optional) Enter notes in the **Comment** field regarding the vitals measured.

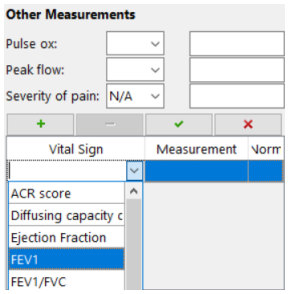


Vital Signs: Other Measurements (i.e. Pulse Ox, Peak flow, Severity of Pain, etc)

1. Enter information in the **Other Measurements** by clicking the drop-down or typing in the fields.
2. (Optional) Enter notes in the Comment field regarding the other measurements.

> **Note**: If secondary vitals were not taken at the original time of the Vital Signs or were retaken click the **Add** button to add a new entry.

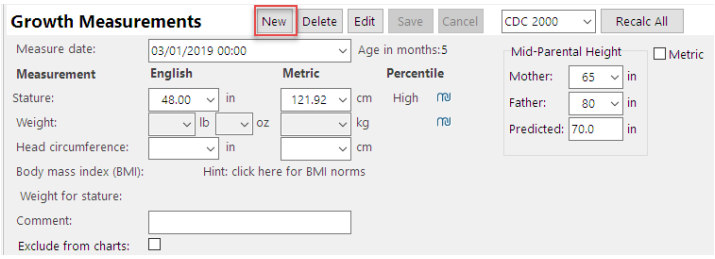
3. To add additional measurements not listed:
   a. Click the **Add** button.
   b. Click the drop-down in the **Vital Sign** field and select from the list.



   c. In the **Measurement** field, click the drop-down and use the number pad or type the measurement.
   d. Click into the **Norm** field and enter a value.
   e. Click the **Save** button.

Growth Measurements

1. Click the Growth Measurements tab.
2. Click the **New** button. The current date and time are populated. The Measure date field can be changed, if necessary.



3. Enter information in the **Measurement** fields by clicking the drop-down or typing in the fields.

Notes:

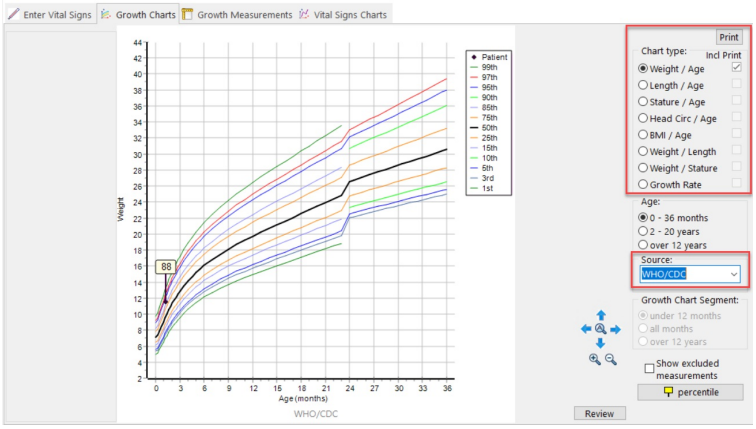
- You can enter the measurements in English (inches, pounds) or Metric (cm, kg) units. The system will automatically convert the measurements for you.
- Office Practicum calculates Growth Percentiles and Body Mass Index (BMI).

4. (Optional) Enter notes in the **Comment** field regarding the measurements. For example, if your office has different weight scales and you wanted to notate the scale used for a baby's weight check.
5. (Optional) Select the **Exclude from growth charts** checkbox if the measurement is not to show when a growth chart is viewed or printed, an example would be sick visits. Always follow the practice policy when selecting this checkbox.

View Growth Charts

1. Click the **Growth Charts** tab.
2. Select a **Chart type** radio button next to the desired graph on the right side of the window.

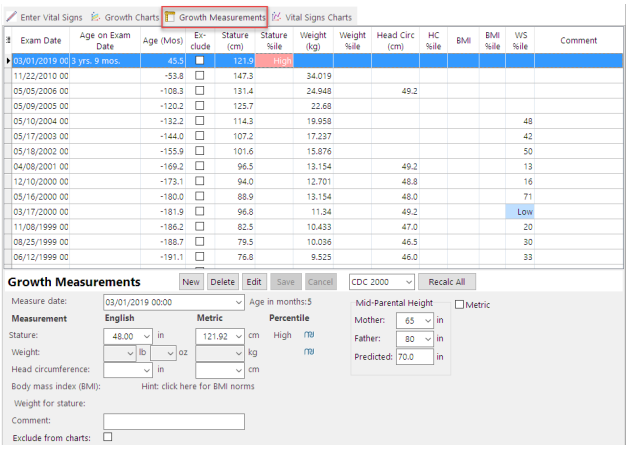
Note: If you are printing a Growth Chart, select the **Incl Print** checkboxes of the graphs you would like to print and click the **Print** button. Up to 4 graphs will fit on one page.



Note: Select an option from the **Source** drop-down menu to view graphs by different sources. The options are CDC 2000, WHO 2007, WHO/CDC or Down Syndrome.

View Prior Growth Measurements

1. Click the **Growth Measurements** tab.
2. (Optional) Growth Measurements can be added from this window by clicking the **New** button.



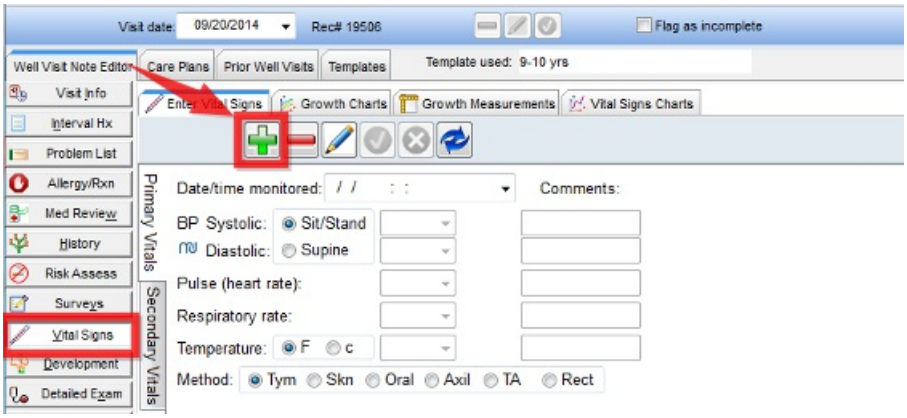
Version 14.10

Overview

In this section you will learn how to document Primary and Secondary Vital Signs and Growth Measurements for a patient.

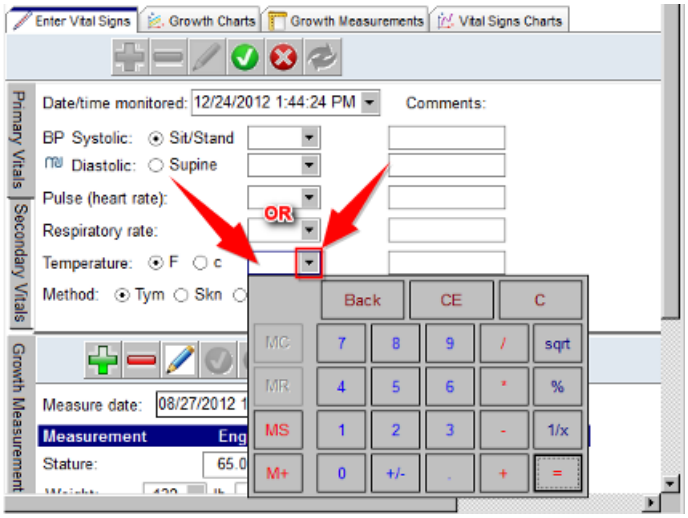
Primary Vitals

1. Click the **Vital Signs** tab in a well visit note. The Vital Signs window is displayed with the last vital sign entry.
2. Click the **Add a new set of vital signs** button to add in a new entry. The Date and Time is populated.



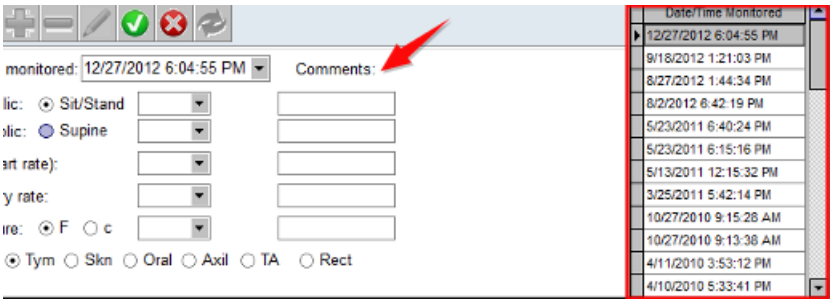
3. Click the **Fields** and enter information.

Note: Numbers can be entered using numbers on keyboard or by accessing the on-screen keypad by clicking the drop-down menu.



Note: The default position for BP measurement is sit/stand. To change to Supine, select the **radio button**. If multiple entries are done in the same day, Supine and Sit/Stand, an additional entry is required. Prior vital signs are listed in the panel on the right. Select the **Date** to view vital signs taken on that day.

4. Type notes in the Comments section regarding the vitals measured, if applicable.

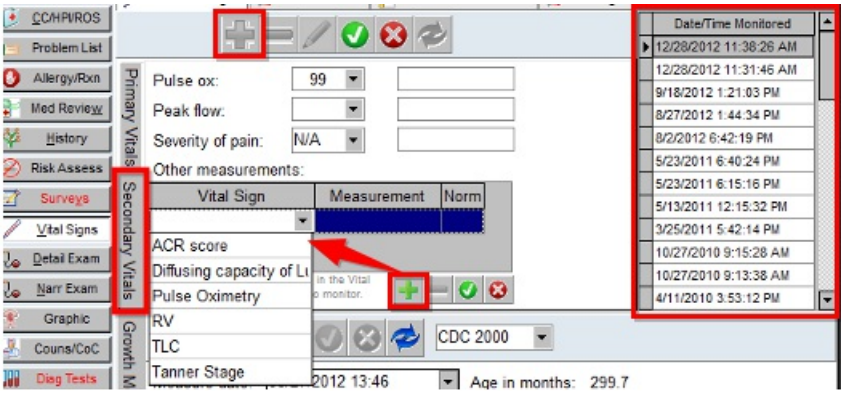


Secondary Vitals (i.e. Pulse Ox, Peak flow, ACR Score etc)

1. Click the **Secondary Vitals** tab.
2. Click the **Fields** and enter the information.

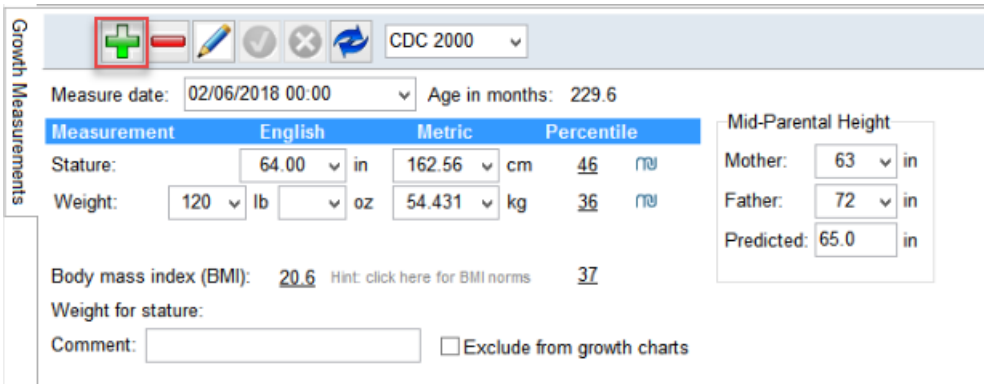
Note: Enter **Notes** in the Comment field. If secondary vitals were not taken at the original time of the Vital Signs or were retaken click the **Green Plus** button to add a new entry.

3. Click the **Green Plus** button at the bottom of **Other measurements** to add additional vital signs for: ACR Score, Diffusing capacity of Lung for CO, Pulse Oximetry, RV, TLC or Tanner Stage.



Growth Measurements

1. Click the **Green Plus** button in the Growth Measurements tab. The Date and Time are populated



2. Enter **information** in each Field. Enter or select from the drop-down menu to enter Growth Measurements.

- Enter the measurements in English (inches, pounds) or Metric (cm, kg) units. The system converts for you.
- For younger children, enter measurement as length or stature.
- Office Practicum calculates their Growth Percentiles and Body Mass Index (BMI).

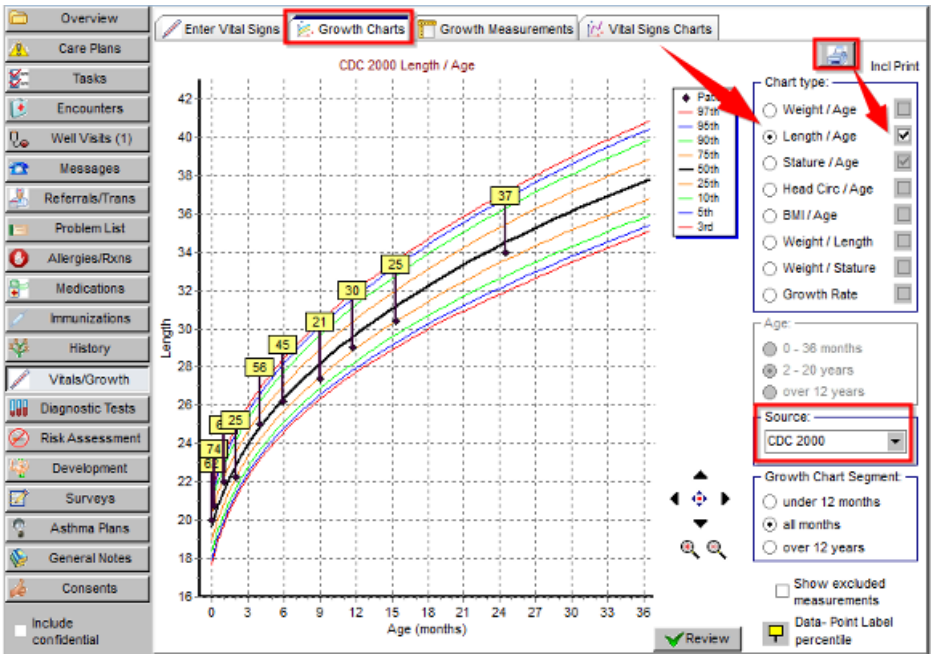
3. Enter **Notes** in the Comment field regarding the measurements. For Example, if your office has different weight scales and you wanted to notate the scale used for a baby's weight check..

- Select the **Exclude from growth charts** checkbox if you do not want to display the measurement when a growth chart is viewed or printed, an example would be sick visits. Always follow the practice policy when selecting this checkbox.

Viewing Growth Charts

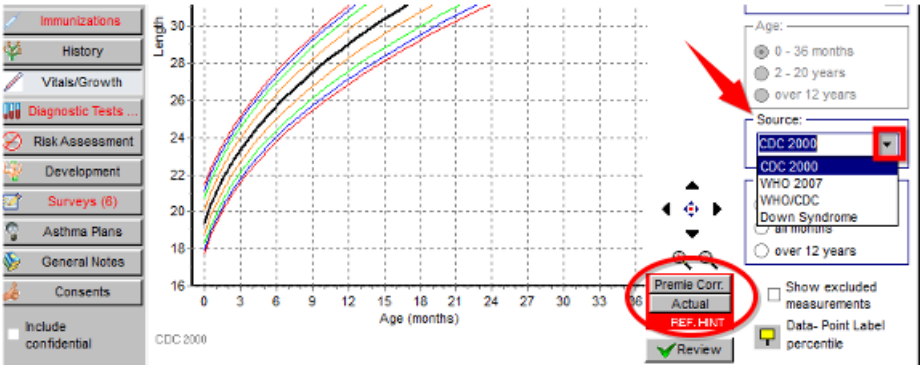
1. Click the **Growth Charts** tab.
2. Select the **Chart Type** radio button next to the desired graph on the right side of the window.

Note: To print a growth chart, select the **Incl Print** checkboxes for the graphs you would like to print and click the **Printer** button. OP displays up to 4 graphs on one page.



Note: Select an **option** from the Source drop-down menu to view graphs by different sources. Available are CDC 2000, WHO 2007, WHO/CDC or Down Syndrome.

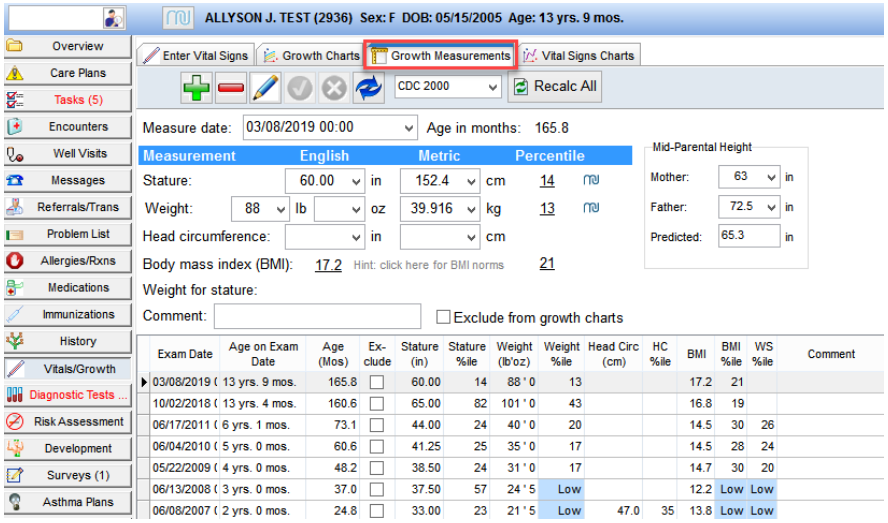
- If the gestational age entered in the Birth History tab is between 23 and 41 weeks and the child is 36 months or younger, there is an option for **Premie Corr.** on the growth chart. You can switch the view from Preemie to Actual by clicking the **Buttons** on the Growth Charts tab.



Viewing Prior Growth Measurements

Click the **Growth Measurements** tab.

Note: New entries for Growth Measurements can also be added from this window.



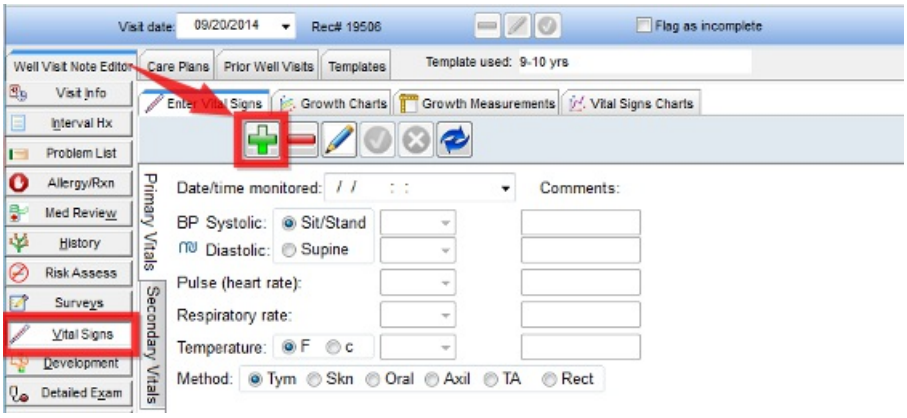
Version 14.8

Overview

In this section, you will learn how to document Primary and Secondary Vital Signs and Growth Measurements for a patient.

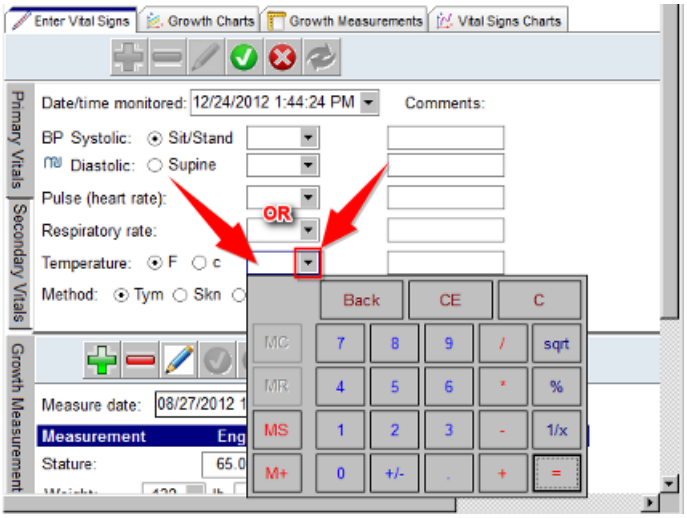
Primary Vitals

1. Click the **Vital Signs** tab in a well visit note. The window is displayed with the last vital sign entry.
2. Click the **Add a new set of vital signs** button to add in a new entry. The Date and Time are populated.



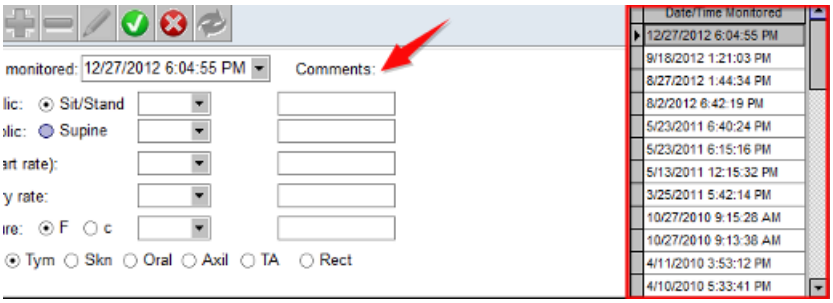
3. Enter **information** in each Field.

Note: Numbers can be entered using numbers on keyboard or by accessing the on-screen keypad by clicking the drop-down menu.



Note: The default position for BP measurement is sit/stand. To change to Supine, select the **radio button**. If multiple entries are done in the same day, Supine and Sit/Stand, an additional entry is required. Prior vital signs are listed in the panel on the right. Select the **Date** to view vital signs taken on that day.

4. Type notes in the Comments section regarding the vitals measured, if applicable.



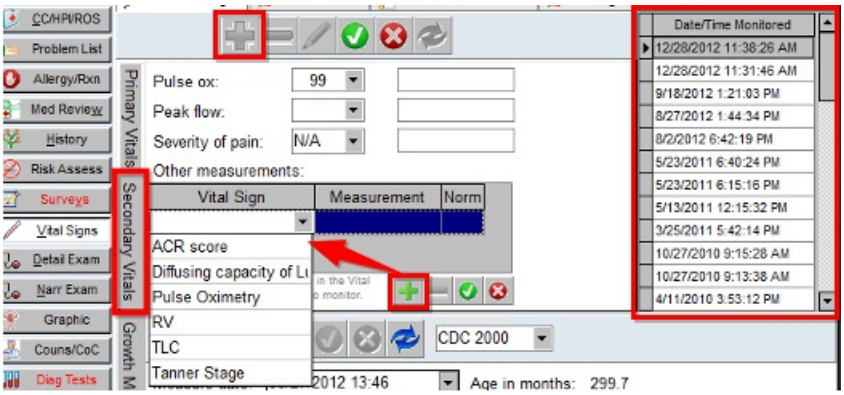
Secondary Vitals (i.e. Pulse Ox, Peak flow, ACR Score etc)

1. Click the **Secondary Vitals** tab.
2. Enter **Information** in each Field.

Note: Enter **Notes** in the Comment field. If secondary vitals were not taken at the original time of the Vital Signs or were

retaken click the **Green Plus** button to add a new entry.

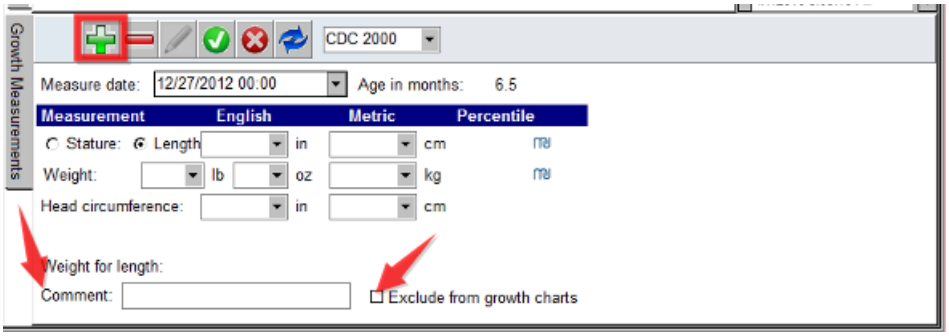
3. Click the **Green Plus** button at the bottom of the **Other measurements** section to add additional vital signs for: ACR Score, Diffusing capacity of Lung for CO, Pulse Oximetry, RV, TLC or Tanner Stage.



Growth Measurements

1. Click the **Green Plus** button in the **Growth Measurements** tab. The Date and Time are populated.
2. Enter **Information** in each Field. Enter or select**Growth Measurements** from the drop-down menu.

- Enter the measurements in English (inches, pounds) or Metric (cm, kg) units. The system converts for you.
- For younger children, enter measurement as length or stature
- Office Practicum calculates their Growth Percentiles and Body Mass Index (BMI).



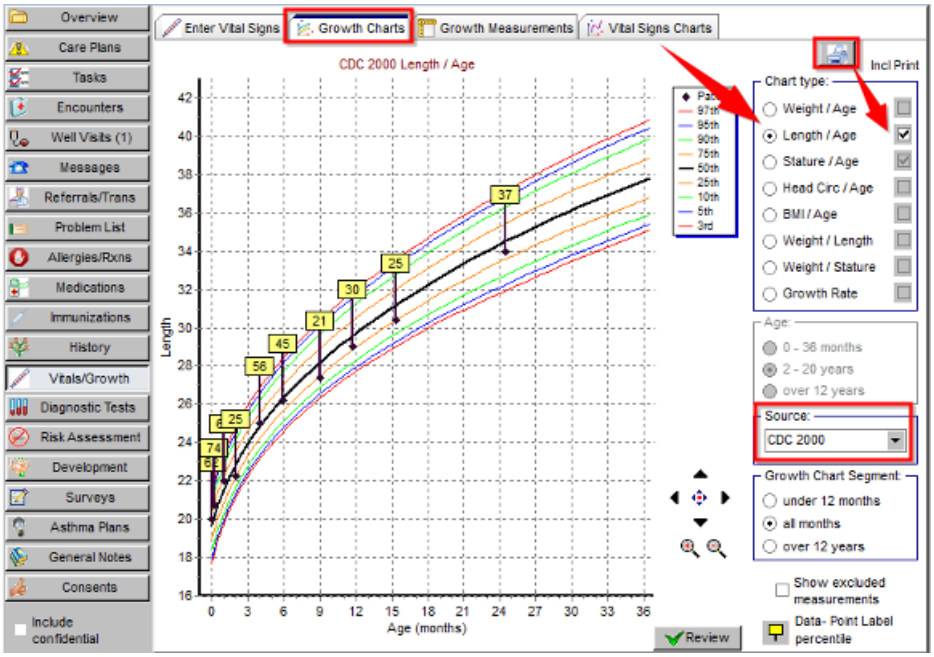
3. Enter **Notes** in the Comment field regarding the measurements, if applicable. For Example, if your office has different weight scales and you wanted to notate the scale used for a baby's weight check..

- Select the **Exclude from growth charts** checkbox if the measurement should not be displayed when a growth chart is viewed or printed, an example would be sick visits. Always follow the practice policy when selecting this checkbox.

Viewing Growth Charts

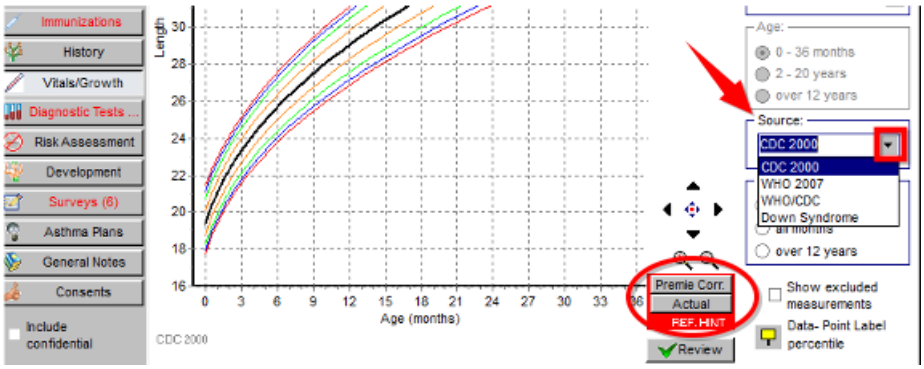
1. Click the **Growth Charts** tab.
2. Select the **Chart Type** radio button next to the desired graph on the right side of the window.

Note: To print a growth chart, select the **Incl Print** checkboxes for the graphs you would like to print and click the **Printer** button. OP prints up to 4 graphs on one page.



Note: Select an **option** from the Source drop-down menu to view graphs by different sources. Available are CDC 2000, WHO 2007, WHO/CDC or Down Syndrome.

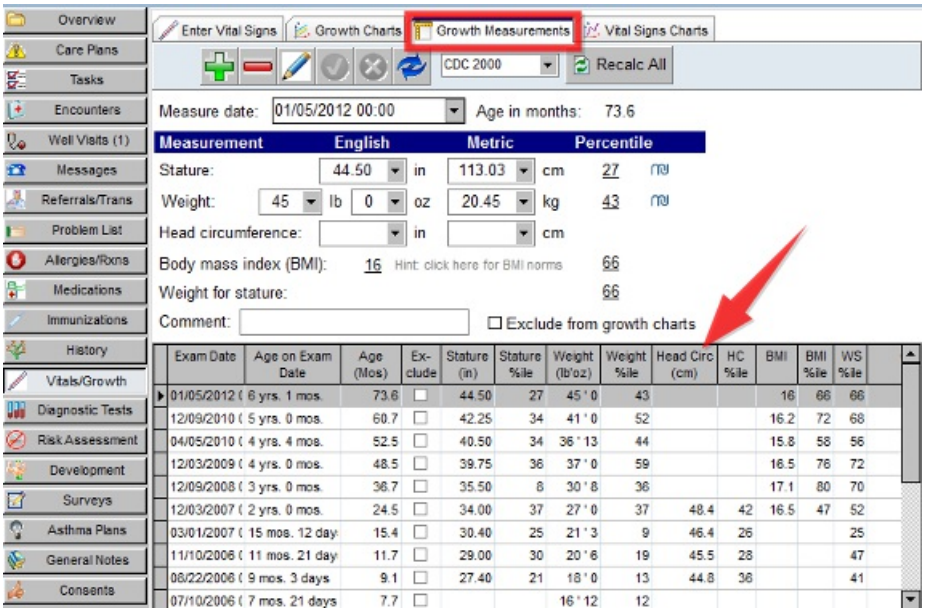
- If the gestational age entered in the Birth History tab is between 23 and 41 weeks and the child is 36 months or younger, there is an option for **Premie Corr.** on the growth chart. Click the**Buttons** to switch the view from Preemie to Actual on the Growth Charts tab.



Viewing Prior Growth Measurements

Click the **Growth Measurements** tab.

Note: New entries for Growth Measurements can also be added from this window, if needed.


Overview
Care Plans
Tasks
Encounters
Well Visits (1)
Messages
Referrals/Trans
Problem List
Allergies/Rxns
Medications
Immunizations
History
Vitals/Growth
Diagnostic Tests
Risk Assessment
Development
Surveys
Asthma Plans
General Notes
Consents
Enter Vital Signs
Growth Charts
Growth Measurements
Vital Signs Charts
CDC 2000
Recalc All
Measure date: 01/05/2012 00:00
Age in months: 73.6
Measurement
English
Metric
Percentile
Stature: 44.50 in 113.03 cm 27
Weight: 45 lb 0 oz 20.45 kg 43
Head circumference: in cm
Body mass index (BMI): 16 Hint: click here for BMI norms 66
Weight for stature: 66
Comment:
Exclude from growth charts
Exam Date | Age on Exam Date | Age (Mos) | Ex-clude | Stature (in) | Stature %ile | Weight (lb'oz) | Weight %ile | Head Circ (cm) | HC %ile | BMI | BMI %ile | WS %ile
01/05/2012 (6 yrs. 1 mos. | 73.6 | | 44.50 | 27 | 45 ' 0 | 43 | | | 16 | 66 | 66
12/09/2010 (5 yrs. 0 mos. | 60.7 | | 42.25 | 34 | 41 ' 0 | 52 | | | 16.2 | 72 | 68
04/05/2010 (4 yrs. 4 mos. | 52.5 | | 40.50 | 34 | 36 ' 13 | 44 | | | 15.8 | 58 | 56
12/03/2009 (4 yrs. 0 mos. | 48.5 | | 39.75 | 36 | 37 ' 0 | 59 | | | 16.5 | 76 | 72
12/09/2008 (3 yrs. 0 mos. | 36.7 | | 35.50 | 8 | 30 ' 8 | 36 | | | 17.1 | 80 | 70
12/03/2007 (2 yrs. 0 mos. | 24.5 | | 34.00 | 37 | 27 ' 0 | 37 | 48.4 | 42 | 16.5 | 47 | 52
03/01/2007 (15 mos. 12 day | 15.4 | | 30.40 | 25 | 21 ' 3 | 9 | 46.4 | 26 | | | 25
11/10/2006 (11 mos. 21 day | 11.7 | | 29.00 | 30 | 20 ' 6 | 19 | 45.5 | 28 | | | 47
08/22/2006 (9 mos. 3 days | 9.1 | | 27.40 | 21 | 18 ' 0 | 13 | 44.8 | 36 | | | 41
07/10/2006 (7 mos. 21 days | 7.7 | | | | 16 ' 12 | 12 | | | | | |