

POLICY AND PROCEDURE

REACH for Tomorrow

Vital Signs Monitoring Procedure

Program: Behavioral Health Day Treatment / Partial Hospitalization Program

Effective Date: March 15, 2026

Review Date: March 15, 2027

Responsible Party: Medical Director / Director of Medical & Clinical Services

Purpose

To establish standardized procedures for monitoring vital signs to support the identification of medical concerns, medication side effects, and overall health status of individuals receiving services.

Policy

Vital signs monitoring will be conducted when clinically indicated to support safe participation in treatment and medication monitoring. Vital signs may be obtained at intake, during medication management visits, or when health concerns arise.

Vital Signs to be Monitored

Vital signs may include:

- Blood pressure
- Pulse (heart rate)
- Respiratory rate
- Temperature
- Oxygen saturation when clinically indicated
- Weight and BMI when relevant to medication monitoring

Monitoring Procedure

1. A qualified clinical staff member obtains vital signs using calibrated equipment.
2. The staff member verifies the identity of the individual prior to measurement.
3. Measurements are obtained using appropriate clinical techniques.
4. Results are reviewed for abnormal findings.
5. Concerning results are reported to the appropriate medical provider for further evaluation.

POLICY AND PROCEDURE

REACH for Tomorrow

Frequency of Monitoring

Vital signs may be obtained:

- At intake or initial health screening
- During medication management appointments
- When medications requiring medical monitoring are prescribed
- When an individual reports symptoms suggesting medical concerns
- As ordered by a medical provider

Abnormal Findings

If abnormal vital signs are identified:

- The staff member will notify the medical provider.
- The individual may be reassessed or monitored further.
- Referral to primary care or emergency services may occur if clinically necessary.

Documentation Requirements

Vital signs must be documented in the electronic health record and include:

- Date and time of measurement
- Type of vital sign obtained
- Measurement results
- Staff member completing the assessment
- Any clinical actions taken in response to abnormal findings

Equipment Maintenance

Equipment used to obtain vital signs must be maintained, calibrated, and cleaned according to manufacturer guidelines and organizational infection control procedures.

Confidentiality

All vital sign documentation must comply with HIPAA and organizational confidentiality policies.

Quality Monitoring

Vital signs monitoring practices may be reviewed through chart audits, clinical supervision, and quality improvement activities to ensure proper documentation and follow-up.