

POLICY & PROCEDURE



TITLE: Height / Weight				
Scope/Purpose: To create a standard process for accurate height and weight measurements. Also, to assess normal growth and development, aid in proper drug calculations, and calculate BMI.				
Division/Department: All HealthPOiNT Clinics			Policy/Procedure #:	
Original Date:			Replacement for:	
Date Reviewed:	Date Revised:	Implementation:	CPIC Approved:	Board Approved:
	09/20/13		12/05/2013	
Responsible Party: Director Clinical Quality				

DEFINITIONS:

Height is the measurement of the patient's length or how tall the patient stands.

Weight is the measurement of how much the patient weighs.

POLICY:

It is the policy that all HealthPOiNT employees will measure the height and weight of all patients, at each clinic visit and document in the vital signs section of the electronic medical record.

PROCEDURE:

- I. Guidelines
 - A. Height and weight should be done at every clinic visit.
 - B. Height and weight are needed to determine BMI.
 - C. It is important to notify the Provider of any significant weight gain or weight loss.
 - D. Document the height and weight in the vital signs section of the electronic medical record.
 - E. Follow manufacturer's instructions on proper use of specific scales such as standing, electronic, child and infant table.
 - F. Staff should not accept stated height and weight measurements, unless the patient can't stand.

- II. Procedural Guidelines
 - A. Height Measurement
 1. For patients 2 years and older
 - a. Assist patient to remove shoes, especially if patient is wearing high heels.

- b. Assist patient to stand against the wall measurement tape.
 - c. Have patient stand with buttocks and head against the wall measuring tape.
 - d. With L-shaped sliding arm on the wall raised, slide the sliding arm down until it rests level on top of the patient's head.
2. For patients less than 2 years of age
- a. Place patient on a horizontal table that has a measuring tape attached, or use a disposable tape to mark and measure the child's length on the paper table cover.
 - b. Record the height in total inches in the vital sign section of the electronic medical record.

B. Weight Measurement

1. Infant table scale

- a. Weigh children that cannot stand on the pediatric table scale without clothing.
- b. Staff should calibrate the scale to zero before use.
- c. Digital readout should display in a few seconds.
- d. Document weight in pounds in the vital sign section of the electronic medical record.

2. Standing scale

- a. Assist the patient to stand on the scale.
- b. If a digital scale is used, readouts display weight in a few seconds.
- c. If a balancing scale is used, move the larger bottom weight to the right below estimated weight of the patient. Make sure it is in the groove.
- d. Then move the smaller top weight to the right until the scale is balanced.
- e. Read the lower bar and upper bar and add the numbers together for the total weight.
- f. Document the weight in pounds in the vital signs section of the electronic medical record.

- g. Notify Provider of any significant weight gain or weight loss.

RELATED POLICY:

REFERENCES:

Texas Department of Aging and Disability Services, 2013
Florida Community Health Centers, Inc., June 2012
BVCAA protocols for Height and Weight

REQUIRED BY:

ATTACHMENTS/ENCLOSURES:

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	12/05/2013		12/05/13	
Date of Revision		Description of Changes		
12/5/2013		Updated to new format		

POLICY/PROCEDURE TRACKING FORM (to be added as last page of each P&P for documentation of changes)

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