



Measure accurately

Workflow for in-office blood pressure measurement

Instructions: Perform in-office blood pressure (BP) measurements using the steps below.

Step 1: Prepare patient

- Patient should be relaxed, sitting comfortably in a chair for about five minutes before performing an initial BP measurement
 - Feet on floor
 - Back supported

Note: No rest is needed if performing unattended automated office BPs (AOBP)
- Document if patient had caffeine, exercised or used tobacco within 30 minutes prior to measurement
- Ensure patient has emptied his/her bladder when possible
- Remove any clothing covering location where BP cuff will be placed

Step 2: Position patient for BP measurements

- Patient's arm should be supported (e.g., resting on a desk or table)
- Use correct BP cuff size
- Position middle of cuff on patient's bare upper arm, level with the patient's heart (midpoint of the sternum)
- No one should talk during measurement

Step 3: Measure BP for diagnosis and management of hypertension

- Use a validated BP measurement device
- Ensure BP device is calibrated regularly
 - At least every six months for manual devices
 - At least every 12 months for automated devices
- At the **first** visit, record BP in both arms
 - Use arm that gives the higher reading for all subsequent BP measurements
- If performing multiple BP measurements, separate each by one minute and write them down
- If the initial BP is high, obtain at least one and up to three additional “confirmatory” BP measurements
 - AOBP readings, if used for confirmatory readings, should be performed unattended (patient is alone in room during measurement)

Step 4: Properly document and average BP readings

- Document BP in patient's chart immediately after being measured
- If confirmatory measurements were obtained, average all readings and document average BP in patient's chart
- If applicable, note time the patient last took their BP medication and/or if a dose was skipped

Step 5: Provide BP readings to patient

- Provide patients with their BP readings, both verbally and in writing