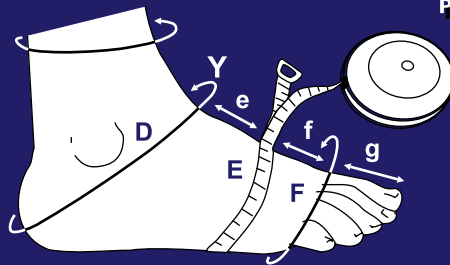


# MEASURING FOR CUSTOM-MADE PRESSURE GARMENTS

## CUSTOM GARMENT REORDERS



Pressure Garments • Custom & Ready-Made



Revised January 2008

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2424 East University Drive, Phoenix, Arizona 85034  
voice: 602-267-7854 • toll-free: 800-421-5647 • fax: 602-273-6931

20080121\_A

# Reorder Form -- EXAMPLE

PLEASE DO NOT WRITE IN MARGINS

## RE-ORDER FORM



BCI\_39294

Patient Doe, Jane  
Last Name First Name  
 Bio-Concepts Use Only \_\_\_\_\_  
 Ordered By Philip J, RPT Date 10/23/07  
 Facility Desert General P.O. No. DEF456  
 Ship To  Patient  Facility How Ship Mail Need By 11/7/07  
 Address 2701 N. Feldspar, Prescott, AZ 85031  
(520) 555-8791

**Re-order "As Is" or with Minor Changes. If new measurements are required, attach the appropriate chart**

	Quantity Left	Quantity Right	Quantity
#6 (C23) Changes: 1. Remove thumb web insert 2. B=+1/4"	2	2	4
#19 (C23) As Is			2
#31 (C23) Changes: 1. -1/2" waist circumference 2. Wrap Silon-TEX lining around whar side of arm 1 1/2" **see below** 3. Shorten garment 2" at bottom			2
#32 (C23) new measurements attached			1

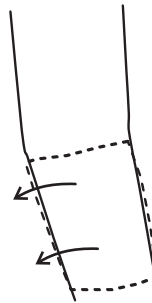
Reorder #6 Glove to Wrist, #19 Two Legs to Waist, #31 Sleeved Vest, and #32 Face Mask

Simply list the desired items and the quantity desired. If only a few or no changes are needed, list them with the items. If new measurements are required, attach the appropriate measurement chart. In this example, there are two minor changes for the gloves, no changes for the pants ("as is"), minor changes for the vest, and a new set of attached measurements for the face mask.

A slight change to the Silon-TEX on the right arm is required and a clearly labeled sketch is provided.

Never refax the old measurements. We already have them. Sending old measurements only causes confusion and a significant delivery delay.

1 1/2" more of Silon



NEVER re-fax old measurements - see the Measuring Manual for proper procedure for re-ordering  
 800-421-5647•FAX:800-650-9424•2424 E. University Dr., Phoenix, Arizona 85034

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## REORDERING CUSTOM GARMENTS

Bio-Concepts retains all patient records, including orders, letters, measurements, and patterns for seven years. The procedure for reordering custom garments is very simple. Use our **Reorder Form** and write down the garment(s) desired, the quantity, and any changes including a new color(s). If new measurements are needed, attach new measurement charts.

- Minor changes are added to the most recent pattern for that patient's garment.
- New measurements result in the creation of a new pattern.

### Please do not:

1. **Refax or remail original measurement charts.** Our receiving clerks might process it as a new patient, which would mean creation of a new pattern and a considerable additional delay in shipping your patient's garment.
2. **Reorder by sending a copy of an invoice of the previous order.** In many cases it is difficult for our receiving clerks to determine if it is an order or an inquiry regarding a billing question. Again, shipment of your patient's garment may be delayed.

### "As Is" Reorder

A reorder with no changes (except a new color) is considered an "As is" reorder. The example **Reorder Form** to the left shows a reorder of several garments some with changes and some "As is". In addition, the therapist has provided a new Purchase Order number, and indicated that the items are to be shipped directly to the patient's home.

### Reorder With Changes

The example **Reorder Form** to the left shows a reorder of several garments some with changes. Make a simple list of the changes desired. For some special features, including Silon-TEX placement, it may be best to sketch the desired change on the **Reorder Form** or on a separate attached sheet of paper.

### Reorder With New Measurements

"As is" reorders result in a garment made from the same pattern as the latest previous order for the same garment. Reorders with changes also result in a garment made from the latest pattern, but with the changes added. Eventually, however, most patients will require new measurements and a new pattern. The **Reorder Form** example to the left indicates that a **#31 Sleeved Vest** is requested according to new measurements attached. Pages 64 and 65 show new measurements for the vest. In order to avoid inadvertently omitting important features included in previous versions of the garment, the therapist notes that all of the options and features incorporated into the most recent version of the same garment are to be carried over to the new version. Otherwise, the new garment would be made with only the features specified on the new measurement charts.

*You must respecify all options and features when supplying new measurements for an old garment. Or you may simply write, "All options and features as previous," in the Additional Instructions on the measurement chart. Otherwise the garment will be made only with the features specified with the new measurements.*

## #31 Sleeved Vest

This is a reorder of a previous garment with new measurements. Two optional features will be changed. Bio-Concepts designers will create a new garment pattern based on the new measurements. Other previous features will be incorporated into the new garment.

This chart would be accompanied by a *Reorder Form*.

### TORSO MEASUREMENT CHART

Patient Doc, Jane  
 Last Name First Name  
 Bio-Concepts Use Only  
 Date 12/23/07 Age 38 Sex F  
 Garment color C23  
 Insert \_\_\_\_\_  
 Lining \_\_\_\_\_  
 Zipper:  Front or  Back  Hook & loop zipper stop tab  
 Regular neck  
 Scoop neck: Distance below sternal notch \_\_\_\_\_  
 Turtle neck:  3/4"  1"  1 1/2"  2"  2 1/2"  
 Expansion panel:  Left side  Right side  
 (default expansion panel location is lateral)  
 Soft armpit panels (N/C)  Waist hook & loop tabs to attach to pants (N/C)  
 Mesh armpit panels (N/C)

Refer to the Bio-Concepts Measuring Manual for detailed procedures, additional instructions, and example measuring charts.

Additional instructions or comments:

NOTE: Change axillae panels to linings R&L. Change neck to T-Neck

All other features and options as previous

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#### CIRCLE ITEMS ORDERED

Bio-Concepts Use Only:

F=

#### For a Vest (Items 30A, 31)

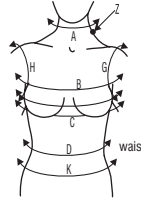
required: A, B, C, D, G, H, b, c, d  
 for adult female: brassiere cup size  
 torso circumference over breasts  
 optional: K, k (see illustrations below)

#### For a Body Brief or Suit (Items 24, 25, 26, 27, 28, 29)

required: All, except K and k  
 for adult female: brassiere cup size  
 torso circumference over breasts  
 optional: None

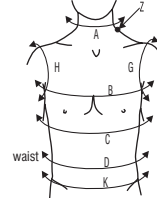
For other torso garments refer to the Measuring Manual

#### CIRCUMFERENCES Adult Female Torso



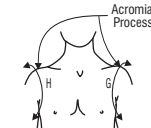
For adult females C is directly below the breasts. Don't forget to take an additional circumference of the torso over the breasts.

#### CIRCUMFERENCES Male & Child Torso



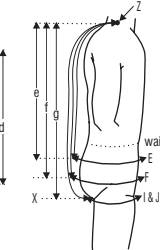
For adult males and children, C is halfway between D and B.

#### HOW TO MEASURE CIRCUMFERENCES G & H



Measure H & G with arm down and place the measuring tape distal (away) from the acromion.

#### ADDITIONAL DISTANCES & CIRCUMFERENCES Body Briefs & Body Suits Only



E and F are evenly spaced between the waist and the gluteal fold.

A	140
B	347
C	303
D	327
E	
F	
G, L	142
H, R	145
I, L	
J, R	
K	371
b	75
c	150
d	194
e	
f	
g	
k	12

BCI\_39294

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See page 15 for an explanation of the shorthand measurement notation system.

## Torso Chart -- REORDER WITH NEW MEASUREMENTS

