

SUBURBAN HOSPITAL

Patient Care Services Nursing Administrative Policy and Procedure Manual

Abbreviations Policy: List of Do Not Use/Prohibited Abbreviations

Policy No. PC-030A-0814

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PURPOSE: To identify unacceptable abbreviations which can pose a safety risk if misinterpreted, and must not be used in the medical record.

POLICY:

1. The 'Do Not Use' Abbreviations list is approved by the Medical Executive Committee.
2. The list is appended (Appendix 1) to the Medical Staff Rules and Regulations, and available on a shared drive ("all staff") and on the intranet (SHIP).
3. The Medical Records Department maintains a list of all 'Do Not Use' Abbreviations for purposes of forwarding trends to the Quality Department.
4. The 'Do Not Use' abbreviations list applies to all orders, medication-related documentation when handwritten or entered as free text into a computer and pre-printed forms.
5. Additions and deletions to the 'Do Not Use' Abbreviations list will be reviewed every three years and more frequently as needed.

Final Approval Signature: (President/Appropriate Sr. Vice President)

Approved: 2/2007

Date Issued: 11/99

Date Last Revised: 12/08

Date Reviewed 8/14

Name of Policy: Abbreviation List

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APPENDIX I

'Do Not Use' (UNSAFE) abbreviation	Intended Meaning	Misinterpretation	Correction
Zero after decimal point (1.0)	1 mg.	Misread as 10 mg if the decimal point is not seen	<u>Do not use trailing zeros</u> after a decimal point. A trailing zero may be used only when required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report the size of lesions, or catheter/tube sizes. <u>It may not be used in medication orders or other medication-related documentation.</u>
No zero before decimal point (.5 mg)	0.5 mg	Misread as 5 mg.	<u>Always use a zero before a decimal</u> when the dose is less than a whole number.
U or u	Unit	Read as a zero (0) or a four (4) causing a 10-fold overdose or greater. (4U seen as 40 or 4u seen as 44).	Unit has no acceptable abbreviation. Write "unit"
IU	International Unit	Mistaken as IV (intravenous) or 10 (ten)	Write "international unit"
µg	Microgram	Mistaken for "mg" when handwritten	Use mcg. or write "microgram"
MSO4	Morphine sulfate	Mistaken for magnesium sulfate	Write "morphine sulfate"
MgSO4	Magnesium sulfate	Mistaken for morphine sulfate	Write "magnesium sulfate"
MS		Could mean morphine sulfate or magnesium sulfate.	Write out the name of the drug intended.
Q.D., QD, q.d, qd	Once Daily	Mistaken for QOD	Write "daily"
Q.O.D., QOD, q.o.d., qod	Every other day	Mistaken for QD; the period after the Q can be mistaken for an "I" and the O can be mistaken for an "I".	Write "every other day"
A.S., A.D., A.U. and O.S.; O.D.; O.U.	Latin for left, right or both ears. Latin for left, right or both eyes	Mistaken for each other (e.g. AS for OS; AD for OD; AU for OU etc)	Write "left ear", "right ear" or "both ears. And " left eye"; "right eye" or "both eyes"

Update effective January 2004

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