Policy: Abbreviations

ORGANIZATIONAL: Effects two or more departments.						
Folder	Organizational Choices: Health Information Mgmt		**Sub-Folder** (If Applicable)	n/a		
Original Effective Date	1/1/2015	**Scope**	*What departments does this policy apply to? State "All" as is may apply to the entire organization.* *All Clinical Departments*			
Approved (Approver/Date)	Executive Director Quality: 3/29/19					
Last Reviewed/ Revised Date	3/29/2019	**OSHA Category** (If Applicable)	Not Applicable	**Standard** (If Applicable)	19 CSR 30-20.094(4) IM.02.02.01 EP 2 & 3,	**Number of pages**	3

PURPOSE:

To standardize and improve communication this policy defines the acceptable and unacceptable use of abbreviations, acronyms, and symbols.

Missouri State Regulations require the hospital to have a written policy that includes standardized abbreviations, acronyms, symbols, and dose designations approved by the medical staff for use in the hospital. Use of approved abbreviations, acronyms, symbols and dose designations will ensure effective and safe communication in patient care.

GUIDELINES:

Abbreviations, acronyms, and symbols are acceptable if they (1) are context specific, and (2) are not included on the "DO NOT USE" list.

Abbreviations, acronyms, and symbols with multiple definitions may be used if the intended definition is context specific.

The use of any abbreviation, acronym, or symbol should not be used in handouts, instructions, prescriptions, and consent forms provided to patients and their families.

The approved list, "Do Not Use" List and symbols apply to all orders, preprinted forms, medication related documentation and all other entries into medical record either electronic or handwritten.

Southeast Hospital utilizes the nationally recognized Tabers Medical Abbreviation list as the accepted abbreviation list, unless noted below as a DO NOT USE Abbreviation. Located on the web at http://www.tabers.com/tabersonline/view/Tabers-dictionary/767492/all/Medical_Abbreviations)

In addition to the Taber's Medical abbreviation list the following abbreviations and symbols are acceptable:

BSC	Bedside Commode

Name of Policy: Abbreviations

CDI	Clinical Documentation Improvement
CM	Case Manager
DPOA	Durable Power of Attorney
EMC	Emergency Medical Condition
ft	feet
GN	Graduate Nurse
HH	Home Health
LOS	Length of stay
LPN	Licensed Practical Nurse
MCD	Medicaid
NH	Nursing Home
POA	Present on Admission
RN	Registered Nurse
SNF	Skilled Nursing Facility
SSI	Surgical Site Infection
SW	Social Worker
VA	Veterans administration
WC	Wheelchair

SYMBOLS	
2º	Secondary
3V	Three Vessel (cord)
%	Percent
Δ	Change
$\overline{C}$	With
V	five
X	ten
x	times
$\overline{X}$	Sample mean
xv	fifteen
®	Right
Ⓛ	Left (Note: The L should be in a circle)
?	Questionable
Θ	Minus/Negative, No or without (negative sign should be in a circle)
@	at
↑	Increase or high
↓	decrease
+	Positive/Plus
// bars	Parallel Bars

Do Not Use List:

1. The following abbreviations, acronyms, and symbols are labeled as "DO NOT USE" which applies to all handwritten and electronic orders, preprinted forms, and all medication-related documents.

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DO NOT USE	REASON	WHAT TO USE INSTEAD
U, u (for units)	May be mistaken as a "0"(zero), the number "4" (four), or "cc".	Write "Unit"
IU (for international units)	Mistaken for IV (intravenous) or the number 10 (ten)	Write "International Unit"
QD, Q.D., q.d., qd (daily) QOD, Q.O.D., q.o.d.,qod	May be mistaken for each other.	Write "daily" Write "every other day"
Trailing zero (X.0) Lack of leading zero	Never write a zero after a decimal point and always use a zero before a decimal point	Write X mg Write 0.X mg
MS, MSO_4, and $MgSO_4$	May be confused for one another. May intend morphine sulfate or magnesium sulfate.	Write "Morphine Sulfate" Write "Magnesium Sulfate"
AS, AD, AU	Often mistaken for one another.	Write Left Ear Write Right Ear Write Both Ears
OS, OD, OU	Often mistaken for one another	Write Left Eye Write Right Eye Write Both Eyes

2. Exception: A "trailing zero" may be used only where it is required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication related documentation.

REFERENCES:

- 19 CSR 30-20 Code of State Regulations 7/2014, 19 CSR 30-20-094(4) retrieved from https://www.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-20.pdf on March 28, 2019.
- Taber's Medical Dictionary On Line retrieved from http://www.tabers.com/tabersonline/view/Tabers-Dictionary/767492/all/Medical_Abbreviations on March 29, 2019

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