Appendix B

Premier Health - Abbreviations Policy

Original Date: May, 2013	Submitted by: HIM Site Managers
Revision Date: June 2013	Approved by: Lisa Paige, HIM Director 6/27/2013

SCOPE:

It is the policy of Premier Health to set abbreviation use standards for medical record documentation. This policy is applicable to all documentation within the medical record.

PURPOSE:

The purpose is to establish guidelines for use of abbreviations and to provide a resource for approved abbreviations. Medical record legibility is essential for accurate communication of patient information and promotes patient safety by decreasing the opportunity for misinterpretation of information. The use of inaccurate abbreviations and decimal points are especially associated with erroneous interpretation of incorrect transcription, dispensing, and administration of prescribed medications.

POLICY:

Our goal is to provide the safest possible environment for our patients. Only abbreviations, signs and symbols listed in the organization's electronic reference for acceptable abbreviations will be allowed for use in medical record documentation. The official reference for Premier Health is the electronic version of **Mosby's Survival Guide to Medical Abbreviations and Acronyms, Prefixes & Suffixes, Symbols, and Greek Alphabet**, which is available on the Premier intranet and as a link in the electronic health record.

Additionally, refer to that attached list by facility-specific "Unauthorized Abbreviations" which is part of the patient safety standards set by The Joint Commission.

Unauthorized Abbreviation (DO NOT USE)	Intended Meaning	Misinterpretation	Best Practice (AUTHORIZED)	AMC	GSH	MVH	UVMC
q.d. , qd, QD, or Q.D.	Every day	Mistaken as QID	Daily or every day	X	X	X	X
q.o.d., Q.O.D. qod, QOD	Every other day	Mistaken as QID	every other day	X	X	X	X
q.i.d or QID	Four times a day	Mistaken as QD	4 times daily 4 times a day		X		X
U or U	Unit	Can be read as a 0 that can create a 10-fold increase or overdose	Unit	X	X	X	X
IU	International unit	Misread as IV	International units	X	X	X	X
MS, MSO4,	Morphine Sulfate	Confused with Magnesium Sulfate	Morphine Sulfate	X	X	X	X
MgSO4	Magnesium Sulfate	Confused with Morphine Sulfate	Magnesium Sulfate	X	X	X	X
T.I.W.	Three times a week	Mistaken with Three times a day	Three times weekly, 3 times weekly 3x weekly		X	X	X
µg	Micrograms	Mistaken as milligram	mcg or microgram	X	X	X	X
Lack of a preceding Zero before a decimal	Decimal	Misread as the whole number and in a 10-fold increase in dose	0.5	X	X	X	X
Trailing zero's for doses expressed a whole numbers	Decimal	Misread as the whole number resulting in a 10-fold increase in dose	Do not use terminal zeros after whole numbers	X	X	X	X
BIW	Two times a week	Confusing	2x weekly Twice a week 2 times a week			X	X
D	Days	Mistaken for dose	Days	X			X
Amp	1 amp	Most drugs are available in multiple strengths	Mg, gm, mEq	X			X
CPZ	Compazine	Chlorpromazine		X			X

Indicates Requirement of The Joint Commission and/or CMS Conditions of Participation