

<b>DO NOT USE</b>	<b>REASON WHY</b>	<b>USE</b>
1.0 mg – Trailing zero after decimal point <sup>1</sup>	Mistaken as 10 mg if the decimal point is not seen	1 mg – do not use trailing zeros for whole number doses
.5 mg – No leading zero before a decimal dose <sup>1</sup>	Mistaken as 5 mg if the decimal point is not seen	0.5 mg – zero before decimal point when dose is not a whole number
IU – International Unit <sup>1</sup>	Mistaken as IV (Intravenous) or 10 (ten)	Use “unit” or “units”
QD or q.d. – daily <sup>1</sup>	Mistaken as q.i.d. if period after q or tail of q is misread as i	Use “daily”
MS – morphine sulfate <sup>1</sup>	Mistaken as magnesium sulfate	Use complete drug name
MSO <sub>4</sub> – morphine sulfate <sup>1</sup>	Mistaken as magnesium sulfate	Use complete drug name
MgSO <sub>4</sub> – magnesium sulfate <sup>1</sup>	Mistaken as morphine sulfate	Use complete drug name
QOD or q.o.d. – every other day <sup>1</sup>	Mistaken as q.d. or q.i.d. if the “o” is poorly written	Use “every other day”
U or u – unit <sup>1</sup>	Mistaken as 0, 4 or cc, causing 10-fold overdose or greater, mistaken as cc so dose given in volume instead of units	Use “unit” or “units”
T.I.W. or t.i.w. - 3 times a week <sup>2</sup>	Mistaken as “3 times a day” or “twice in a week”	Use “three (3) times weekly”
µg – microgram <sup>2</sup>	Mistaken as “mg” (milligram)	Use “mcg”
cc – cubic centimeter <sup>2</sup>	Mistaken for other meaning	mL - milliliter

1 Identified abbreviations are included on the JCAHO's minimum list of dangerous abbreviations, acronyms and symbols that must be included on an organization's "Do Not Use" list, effective January 1, 2004.

2 Part of required "additional three" required for inclusion on organization's "Do Not Use" list, effective April 1, 2004.