

Franciscan St. Margaret Health

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Subject: ABBREVIATION & SYMBOL LIST Policy # 9500-784

Responsible Department/Division FISCAL SERVICES/Medical Records

x Administrative x Policy Reviewed Date 3/96, 6/10

Medical Staff x Procedure

Divisional Original Date 11/81

Departmental Supersede Date 05/08 Revised Date 12/2011

PURPOSE: To establish uniformity in the use of abbreviations and symbols.

1.0 STATEMENT OF POLICY

- 1.1 Only the abbreviations and symbols from the on-line medical abbreviations application shall be used in the medical record. See Attachment 1 Power Point to access on-line application.
- 1.2 Pharmacy should dispense ONLY those medications that are ordered using the abbreviations on the approved medical abbreviation application.
- 1.3 It shall be the responsibility of the director/Manager to familiarize personnel with the approved medical abbreviations application.
- 1.4 Additions to the DO NOT USE abbreviation list shall be submitted to the Director of Health Information Management.

2.0 PROCEDURE

- 2.1 The current approved medical abbreviation application list shall be available on all nursing units and in departments so all employees have access to the on-line application.
- 2.2 The Director of Health Information Management shall coordinate the annual review. Any changes or additions should be submitted to the Director of Health Information Management.
- 2.3 Questions regarding this policy shall be directed to the Director of Health Information management.

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SUBJECT: Abbreviation and Symbol List Policy # 9500-784

DO NOT USE ABBREVIATIONS LIST:

U	Write "unit"
IU	Write "international unit"
QD	Write "daily"

QOD	Write "every other day"
TIW	Write "three times weekly"
Ug	Write "mcg" or "micrograms"
MS, MS04, MgS04	Write "morphine sulfate" or "magnesium sulfate"
AS, AD, AU	Write "left ear, right ear, or both ears"
OS, OD, OU	Write "left eye, right eye, or both eyes"
< >	Write "less than" or "more than"
cc	Write "ml"
q.d	Write "daily"
q.i.d.	Write "q6h ATC" or "q6h while awake"
q.o.d.	Write "every other day"
SC , SQ	Write "sub q"
IU	Write "international units"
U	Write "units"
X#d	Write "for 10 days"
KCL	Write "potassium chloride"
1.0	Write "1" (Do <u>not</u> use a trailing zero after a decimal point)
.5	Write "0.5"
HCTZ	Write "hydrochlorothiazide"

MS:ksm

President	Date	Chief Operating Officer	Date
Vice President Medical Affairs	Date		