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Human Resources CIR

Policy Area: Administration

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Applicability: Franciscan Health

Indianapolis

Franciscan Health Carmel

Franciscan Health

Mooresville

Abbreviations Policy

9/12/16 Franciscan Alliance hospital facility names were changed. See Hospital Listing document for new name changes and previous names.

Policy Number: 768.08

Keywords: abbreviations, symbols, safety

Franciscan

Policy:

The purpose of this policy is to ensure standardized abbreviations are utilized sparingly in order to prevent medication and treatment errors while enabling documentation efficiency.

Procedure:

- 1. The Franciscan Alliance hospitals, including Franciscan Health Carmel Indianapolis Mooresville, have adopted the online Neil Davis Medical Abbreviations resource, available on the pharmacy page of FRANC (the Franciscan Health intranet site) entitled Abbreviations or Medical Abbreviations.
 - A. Exceptions: Abbreviations listed as dangerous, contradictory, or ambiguous are not approved. Abbreviations of drug names are not approved unless field length restrictions necessitate abbreviations. (2,3,4)
 - B. The following abbreviations and dosage designations should not be used: (2,3,4)

U for unit

IU for international unit

QD for daily

QOD for every other day

Trailing zero (X.0)

Lack of leading zero (.X)

mg for microgram

MS or MSO4 for morphine sulfate

MgSO4 for magnesium sulfate

CC for cubic centimeter

AS, AD, AU, OS, OD, OU for ear and eye designations Ambivalent durations (*i.e.* x 10d)

- 2. Abbreviations and symbols for medication orders shall be approved by the Medical Staff through the Pharmacy and Therapeutics Committee.
- 3. Abbreviations, signs and symbols are utilized sparingly.
- 4. Abbreviations of drug names are not approved unless field length restrictions necessitate abbreviations. (2,3,4)
- 5. Ambiguous medication orders (containing unapproved abbreviations, signs, symbols, legibility concerns, etc.) shall be clarified prior to drug dispensing and administration.

References:

- 1 HFAP 10.01.06, 25.00.00
- 2 ISMP List of Error Prone Abbreviations https://www.ismp.org/tools/errorproneabbreviations.pdf
- 3 Indianapolis Coalition for Patient Safety List of Banned Abbreviations 2016
- 4 Pharmacy Policy ABBREVIATIONS AND DOSAGE DESIGNATIONS combined and retired 11/1/16

Owner: CIR Director, HIM & Coding Compliance & Pharmacy Medication Safety Coordinator, Pharmacy

Approved by: Pharmacy and Therapeutics Committee November 1, 2016

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Attachments:

No Attachments

Approval Signatures

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