



- “QD” and “OD” orders will be written out as “daily”, “once a day” or to be given at a specific time.
  - “QID” orders will be written out for “four times daily” or “4 x daily”.
  - “QOD” orders will be written out for “every other day”.
  - Orders for “S.C.” or “S.Q.” will be written out as “Sub-Q” or “subcutaneously”.
  - Orders for “MS” or “MSO<sub>4</sub>” will be written as “morphine” or “morphine sulfate”.
  - Orders for “MgSO<sub>4</sub>” will be written as “magnesium sulfate”.
  - Trailing zeros will not be used after a decimal point (e.g. warfarin 2 mg, NOT warfarin 2.0 mg).
  - A zero will always be used before a decimal point (e.g. morphine 0.5mg NOT morphine .5mg).
  - Orders for medications to be administered via otic or ophthalmologic routes of administration shall be written out as “right eye” (not OD), “left eye”(not OS), “both eyes” (not OU), “right ear” (not AD), “left ear” (not AS) or “both ears” (not AU).
5. The following abbreviations, acronyms and symbols may not be used in the medical record, medication orders/prescriptions, or other clinical documentation for the intended meanings listed below:

### Unapproved Abbreviations

Unapproved Abbreviations	Intended Meaning	Potential Problem	Preferred Term
U IU	Units International Units	“U” Misread as 0,4, or cc (e.g., an order for 10 U of insulin can be misread as 100) “IU” mistaken as IV or 10	Write out “units” or “International Units”
AD, AS, AU OD, OS, OU	Right, left, both ear(s) & eye(s)	Mistaken for each other, “daily”, “by mouth” and zeros.	Write out “right ear”, “left ear”, “both ears”, “right eye”, “left eye” or “both eyes”
ug, µg	Microgram	µg misread as mg or grams	Write out “microgram”
QD, OD QID QOD	Every day Four times daily Every other day	Each can be mistaken for each other	Write “daily”, q am or q pm Write four times daily or 4x daily Write every other day
S.C. or S.Q.	Subcutaneous	Mistaken for SL (sublingual or “5 every”	Write “Sub-Q”, or “subcutaneously”
Trailing zero (e.g., 1.0 mg)	1 mg	Misread as 10mg	DO NOT USE trailing zeros after a decimal point.
No leading zero (e.g.,.1 mg)	0.1 mg	Misread as 1 mg or 11 mg	Always use a zero before a decimal point.
MSO <sub>4</sub> MS	Morphine sulfate	Mistaken for magnesium sulfate	Write out “morphine” or “morphine sulfate”
MgSO <sub>4</sub>	Magnesium sulfate	Mistaken for morphine sulfate	Write out “magnesium sulfate”

\*These are just a few of the many medication abbreviations that exist. Due to the error potential of abbreviation usage, they should all be avoided.