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Category HIM	Orig. Effective Date 2.1.2017	Revised & Effective
Policy # 11894.2	Pages 3	

TITLE/SUBJECT	<i>Abbreviations in the Medical Record</i>
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PURPOSE To outline the standardization of abbreviations throughout Baptist Health and abbreviations that are not to be used in the patient's medical record.

SCOPE Baptist Healthcare System, Inc. [BH], BH hospitals, BHMG, and all entities or affiliates of which BH is the sole member.

AUTHORIZATION Chief Clinical Officer

POLICY

I. Standardized Use of Abbreviations

1. BH will utilize standardized abbreviations for documentation in the patient's medical record. Only abbreviations that appear in the standardized text, Medical Abbreviations: 32,000 Conveniences at the Expense of Communications and Safety, by Neil M. Davis, as updated from time to time, shall be used in documentation on the patient's medical record. This reference will be located on the Baptist Healthcare System intranet (BEN) for all locations to use. If the meaning of the abbreviation used in the documentation is unclear, the documenting clinician should be contacted for verification.

II. Abbreviations Not to Be Used

1. Abbreviations are not to be used in:
 - i. Drug names or the combination of drugs to be used in combination.
 - ii. Documenting final diagnosis/impressions.
2. The unapproved list applies to all orders and medication-related documentation when handwritten or entered as free text into a computer.
3. Pre-printed forms shall not include unapproved abbreviations.
4. The list of abbreviations not to be used include:

BH hospitals include: Baptist Health Corbin, Baptist Health Floyd, Baptist Health La Grange, Baptist Health Lexington, Baptist Health Louisville, Baptist Health Madisonville, Baptist Health Paducah, and Baptist Health Richmond.

Abbreviation/Dose Expression DO NOT USE	Misinterpretation	CORRECTION
CPZ	Mistaken as chlorpromazine.	Spell out Compazine.
DPT <i>Do not use for Demerol- Phenergan-Thorazine.</i>	Mistaken as diphtheria-pertussis-tetanus (vaccine).	Use DPT only for diphtheria-pertussis-tetanus.
IU	Mistaken as IV (intravenous) or 10 (ten)	Spell out International Unit.
MS, MSO4, MgSO4	Confused for one another. Can mean morphine sulfate or magnesium sulfate.	Write out Morphine Sulfate or Magnesium Sulfate.
q.d., q.o.d.	Mistaken for each other. The period after the Q can be mistaken for an “I” and the “O” can be mistaken as “I”.	Write “daily” and “every other day”. Spell out – do not use lower or upper case.
Trailing zero (X.0 mg) Lack of leading zero (.X)	Mistaken as 10 mg if the decimal point is not seen. Mistaken as 5 mg if the decimal point is not seen.	Never write a zero by itself after a decimal point (X mg). and always use a zero before a decimal point (0.X mg).
U	Mistaken as the number 0 or 4, causing a 10-fold overdose or greater (e.g., 4U seen as “40” or 4u seen as “44”); mistaken as “cc” so dose given in volume instead of units (e.g., 4u seen as 4cc).	Write “unit”.
ZnS04	Mistaken as morphine sulfate.	Spell out Zinc sulfate.

III. Non-Compliance

Any Provider not in compliance with this policy will be subject to appropriate sanctions. Sanctions may include suspension, possible termination for continued non-compliance, or loss of privileges at BH facilities per the processes as specified in the local Human Resources policies for employees or in compliance with medical staff policies, rules, regulations, or bylaws for BH facilities.

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APPROVAL



Timothy Jahn, MD
Baptist Health
Chief Clinical Officer
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