

# JUVENILE COURT HEALTH SERVICES

## «Facility»

Subject: <b>HEALTH/MEDICAL RECORDS: USE OF ABBREVIATIONS, ACRONYMS, AND SYMBOLS</b>	Original Issue Date: 2/86	Policy # <b>E-103</b>
	Supersedes: 12/31/07	Effective Date: 1/13/2013
Departments Consulted: JCHS Medical Records Department	Approved By: (Signature on File) Medical Director  (Signature on File) Medical Records Director	Approved By:  (Signature on file) Health Services Administrator

### PURPOSE

To increase safe patient care delivery and reduce potential miscommunication, the purpose of this policy is to establish Juvenile Court Health Services (JCHS) standards on the use of abbreviations, acronyms, and symbols for documentation in the health record (handwritten or electronic).

### POLICY

Abbreviations, symbols, and acronyms may be used for health/medical record documentation when found in Stedman’s Medical Dictionary or approved by clinical departments **and** are not on the JCHS unapproved abbreviation list. Computer generated laboratory reports are exempt from this policy.

### PROCEDURE

- An abbreviation may be used for health/medical record documentation if it is not included on the JCHS prohibited/unapproved abbreviation list **and** it is found in Stedman’s Medical Dictionary or approved by clinical departments.
- For non-prohibited abbreviations that are not found in Stedman’s Medical Dictionary or approved by clinical departments, the following documentation method must be used:
  - The abbreviation’s meaning must be spelled out the first time it is used in the documentation of an episode of care. This means an admission or ambulatory visit
- The attached list of abbreviations, acronyms, and symbols are “prohibited” and shall not be used for documentation in the health record.

### AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1406

### REFERENCE

NCCHC Standard Y-H-01

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	Health Services Administrator's Initials: (Initials on File)	

**ATTACHMENT**

JCHS Unapproved Abbreviation List  
Juvenile Court Health Services – Approved Abbreviations For Locations