

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: VII-105 ABBREVIATIONS, ACRONYMS AND SYMBOLS NOT TO BE USED	POLICY #: 1256
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DATE APPROVED: 08/10/2018	

PURPOSE: To improve patient safety and minimize miscommunication among caregivers.

POLICY:

1. When documenting in the medical record or writing a prescription, the following list of “banned” abbreviations, acronyms and symbols shall not be used.
2. In the event that a dangerous abbreviation, acronym or symbol is used, it must be clarified by the prescribing provider/designee. The verification of the order must be documented.

AVOID	WRITE
U or u	Write instead: “Units”
IU	Write instead: “International Units”
QD, Qd, qd	Write instead: “daily” or “every day”
QOD or qod	Write instead: “every other day”
Ug or ug	Mcg or microgram
QHS, qhs, or hs	Every evening or at bedtime
MS	Write instead: “morphine sulfate”
MSO ₄	Write instead: “morphine sulfate”
MgSO ₄	Write instead: “magnesium sulfate”
S.C. or S.Q.	Subcutaneously
Never use a trailing zero after a decimal	Write “7mg” rather than “7.0 mg”
Never use a zero before a decimal	Write “0.5 mg” rather than “.5 mg”

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REFERENCE:

TJC National Patient Safety Goals

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Previous Revise Dates: 01/24/08; 06/09/14