



# High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 738  
VERSION: 1

## **SUBJECT: ABBREVIATIONS, ACRONYMS, AND SYMBOLS NOT TO BE USED AT HIGH DESERT HEALTH SYSTEM**

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**PURPOSE:** To promote patient safety by decreasing miscommunication related to patient care documentation.

**POLICY:** The organization has developed a standardized list of abbreviations, acronyms and symbols not to be used in patient care documentation. The following abbreviations, acronyms and symbols are considered dangerous and shall not be used when documenting in the medical record. In the event that a dangerous abbreviation, acronym, or symbol is used, it must be clarified by the prescribing provider or designee. The verification of the order must be documented.

### **PROCEDURE:**

The following dangerous abbreviations, acronyms, and symbols are not to be used in patient care documentation:

U	Write instead "Units"
IU	Write instead "International Units"
QD or qd	Write instead "once daily" or "q day"
QOD	Write instead "every other day"
MS	Write instead "morphine sulfate"
MSO <sub>4</sub>	Write instead "morphine sulfate"
MgSO <sub>4</sub>	Write instead "magnesium sulfate"
Trailing zeros are not allowed	Write 20, not 20.0
Leading zeros are required	Write 0.75, not .75

### **REFERENCE:**

CMAC2007 National Patient Safety Goals: Goal 2.b.

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Date: 06/06/2015	Original Date: 01/24/2008
Reviewed: 06/06/2015	Next Review Date: 06/06/2016
Supersedes: High Desert Health System Policy HD TX.C.5, Prohibited and Dangerous Abbreviations Effective 7/1/03	