

Community Health Network, Inc.  
**MEDICAL STAFF POLICIES & PROCEDURES**

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| <input checked="" type="checkbox"/> Community Hospital East<br><input checked="" type="checkbox"/> Community Hospital North | <input checked="" type="checkbox"/> Community Hospital South<br><input checked="" type="checkbox"/> Community Heart and Vascular Hospital |
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**TITLE: PROHIBITED ABBREVIATIONS**

**PURPOSE:** To establish a medical staff policy and procedure regarding which abbreviations are prohibited from use anywhere in the medical record. This listing of prohibited abbreviations was implemented in an effort toward making Community Health Network a safer place to receive healthcare. The listing of prohibited abbreviations is included with this policy and is in force at all hospitals participating in the Indianapolis citywide coalition for patient safety.

- 1) The master listing of Prohibited Abbreviations will be on the Community Health Network InComm (intranet) and is maintained by the Health Information Management Department.
- 2) Each practitioner’s use of prohibited abbreviations will be monitored during chart audits and practitioners will be required to write the abbreviations out. The Health Information Management Department is responsible for monitoring of the prohibited abbreviations.
- 3) Prohibited abbreviations in an order must be clarified with the practitioner before an order will be executed. The prescribing practitioner will be contacted as soon as possible and in practical fashion, either by telephone or in person, when a prohibited abbreviation is used. If, in the judgment of the individuals providing care to the patient, the order is clear and complete and the delay to obtain confirmation from the practitioner prior to execution of the order would place the patient at increased risk, the order will be implemented and confirmation of the prohibited abbreviation will be obtained as soon as possible thereafter.
- 4) Prohibited abbreviations are not allowed in medical transcriptions or the electronic medical record documentation.

PROHIBITED ABBREVIATION	CORRECT TERM	MISINTERPRETATION
U	Unit	Mistaken as zero, four or cc
IU	International Unit	Mistaken as IV or 10
Q.D. (QD, qd, q.d.) Q.O.D. (QOD, qod, q.o.d.)	Daily Every other day	Mistaken for each other. The period after the Q can be mistaken for “I” and the “O” can be mistaken for “I”
Trailing zero (X.0 mg)	Never write a zero by itself after a decimal point (X mg)	Decimal point is missed
Lack of leading zero (.X mg)	Always use a zero before a decimal point (0.X mg)	Decimal point is missed
MS, MS04, MgS04	Morphine or magnesium	Confused for one another. Can mean morphine or magnesium sulfate
Ug	Mcg	Mistaken for mg (milligram), resulting in one thousand fold overdose
c.c.	ml for milliliters	Mistaken as U (units) when poorly written
AS, AD, AU, OS, OD, OU	Left ear, right ear, both ears, left eye, right eye, both eyes	Mistaken for each other (AS for OS, AD for OD, etc.)
Ambivalent duration (such as bid x 10 d)	“doses” or “days”	Unclear if (d) means doses or days

Formulated by: Medication Safety Committee

Approved by: Abbreviations Committee

East & North Medical Executive Council 10/19/04; 4/21/09; 04/18/14, 05/16/2017, 2/9/2021

South Medical Executive Committee 02/13/06; 4/13/09; 10/8/12; 04/08/14, 05/09/2017, 2/9/2021

Board of Directors 11/01/04; 6/1/09; 05/12/14, 07/10/2017, 3/9/2021