Medical Record Do Not Use Abbreviations	**Administrative**
Subject: Hospital Do Not Use Abbreviation List	Policy Number: M-18.2
Category: Medical Records	**Effective Date: March 1993**
Page: 1 of 1	**Revised Dates: 3/96, 12/02, 11/04, 08/06**
Attachments: **"Do Not Use" Abbreviation List**	**Review Dates: 11/07, 1/11, 9/13**
References: IM.3.1.0	

POLICY
STATEMENT: Abbreviations, acronyms and symbols on the "Do Not Use" abbreviation list may not be used in patient medical record documentation, on orders and medication-related documentation whether hand written, entered as free test in a computer, or as pre-printed documents.

RESPONSIBILITY: All Hospital, Hospital-Contracted Personnel and Medical Staff

PROCESS:

1. In order to reduce error and foster clarity of written communication and patient safety, the following abbreviations shall not be used in making entries in the medical record.

2. The Do Not Use abbreviation list shall be reviewed and revised at least annually (see attachment of "Do Not Use Abbreviations").

3. There is a reference Do Not Use abbreviation list next to the physician's orders in the medical record that may be used when documenting in the patient medical record.

Authorizing Signatures	**Name / Title**	**Date**
Administration: SIGNED ORIGINAL IN ADMINISTRATION	Delia O'Connor President & CEO	

"Do Not Use" Abbreviation List
Attention

The following is a list of abbreviations that are commonly confused and result in medication errors.

Please do not use any of these abbreviations.

(This list has been approved by the Pharmacy and Therapeutics Committee)

qd, q.d., qod, q.o.d. Q.D., QD, QOD or **Q.O.D**	Often mistaken for one another or Q.I.D.	Write **daily** , **every other day** or **q day**
.1	Always include a zero before a decimal	Write "**0.1**"
1.0	Never include a trailing zero	Write "**1**"
I.U.	Often mistaken for IV	Write "**international units**"
U	Often mistaken for zero, four or cc	Write "**unit**"
MS	Often confused for one another, could be Morphine Sulfate or Magnesium Sulfate	Write **"Morphine** or **Magnesium"**
MSO$_4$	As above	As above
MgSO$_4$	As above	As above

NOT A PART OF THE PERMANENT RECORD-PLEASE LEAVE IN CHART