(A) Policy Statement

Abbreviations are allowed with the exception of those abbreviations which have been identified as hazardous to safe patient care.

(B) Purpose of Policy

To promote clear, concise and accurate communication between caregivers through the use of approved abbreviations and to prohibit the use of others.

(C) Procedure

1. If an abbreviation has two meanings listed, the abbreviation should be interpreted within the context of its use.

2. The following abbreviations should NOT be used for medication in the medical record:

<table>
<thead>
<tr>
<th>Do NOT Use for Medications or in any manner in the medical record</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>U (for unit)</td>
<td>Write &quot;unit&quot;</td>
</tr>
<tr>
<td>IU (for international unit)</td>
<td>Write &quot;international unit&quot;</td>
</tr>
<tr>
<td>Q.D., Q.O.D. (Latin abbreviation for once daily and every other day)</td>
<td>Write &quot;daily&quot; and &quot;every other day&quot;</td>
</tr>
<tr>
<td>Trailing zero (X.0 mg), Lack of leading zero (.X mg)</td>
<td>Never write a zero by itself after a decimal point (X mg), and always use a zero before a decimal point (0.X mg)</td>
</tr>
<tr>
<td>MS</td>
<td>Never use; write out meaning in full words</td>
</tr>
<tr>
<td>MSO₄, MgSO₄</td>
<td>Write &quot;morphine sulfate&quot; or &quot;magnesium sulfate&quot;</td>
</tr>
</tbody>
</table>
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Use of Abbreviations in the Medical Record
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Approved by:

[Signature]  March 2007
Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

[Signature]  3/13/17
Thomas Schwann, M.D.
Chief of Staff

Review/Revision Completed By:
HAS
Chairman, Pharmacy & Therapeutics Committee
Medical Records Committee
Chief of Staff

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Policies Superseded by This Policy: 7-70-11