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**POLICY**

To eliminate errors associated with confusing abbreviations, ISMP (The Institute of Safe Medical Practices) has published a list of unacceptable abbreviations.

These unacceptable abbreviations are not to be used anywhere in the hospital including both handwritten and electronic communication.

Unacceptable Abbreviations

IU	International units
MgSO <sub>4</sub>	Magnesium sulfate
MS	Morphine sulfate, Magnesium sulfate
MSO <sub>4</sub>	Morphine sulfate
q.d., QD	Daily, once a day, every day
q.o.d, QOD	Every other day
u	Units
TPA	No longer considered an acceptable abbreviation by stroke

Do not use trailing zeros. Example: must use “1” not “1.0”

Must use leading zeros. Example: must use “0.1” not “.1”

**PROCEDURE**

1. To avoid misinterpretation and improper usage of terms, the use of abbreviations is discouraged in all documentation.
2. When abbreviations are used, they must be decipherable and clearly meaningful in the context of the documentation.
3. If abbreviations from the unacceptable list are used in the writing of orders, the order will not be accepted and the documenter will be contacted to clarify the order.
4. If a chart reviewer encounters an unclear abbreviation, the documenter will be contacted to explain the abbreviation.
5. This policy also includes a reference list (attachment) as a guide to deciphering medical abbreviations. This list is not all inclusive.
6. Generally, standard measurements abbreviations, chemical symbols, obvious word shortenings and common symbols are acceptable unless otherwise specified.

**CROSS REFERENCE**

Abbreviations in the Medical Record SOP

Abbreviations in the Medical Record Attachment

**ATTACHMENT**

[Abbreviations in the Medical Record - Att A - Reference List](#)

**TABLE OF REVISIONS**

Date	Description of Change(s)
Nov 2018	3 year review; no changes