

**LONG ISLAND COLLEGE HOSPITAL
ADMINISTRATIVE PROCEDURES AND INFORMATION MANUAL**

	MANUAL CODE: MS-116
SUBJECT: Unapproved Abbreviations for Medication Related Documentation	
EFFECTIVE: 10/2006	REVIEWED: 5/2007

GENERAL STATEMENT OF PURPOSE

Unapproved abbreviations for medication related documentation reflect recommendations from the following agencies: The Joint Commission on Accreditation of Healthcare Organization, the NYS Department of Health, and the Institute for Medication Safety. The purpose of this list is to enhance patient safety by eliminating high risk abbreviations for medication related documentation.

SCOPE OF APPLICATION:

Long Island College Hospital will educate staff members about unacceptable medical abbreviations for medication related documentation. The purpose of the list of unapproved abbreviations is to enhance patient safety by eliminating the use of ambiguous, problem prone and otherwise dangerous notations. This list of abbreviations applies to all patient specific medication related documentation, including, orders, progress notes, consultation reports and operative dictation.

UNAPPROVED ABBREVIATIONS LIST FOR MEDICATION RELATED DOCUMENTATION

ITEM	UNAPPROVED ABBREVIATIONS	POTENTIAL PROBLEM	PREFERRED TERM
1.	U (for unit)	Mistaken as zero, four or cc.	Write "unit"
2.	IU (for international unit)	Mistaken as IV (intravenous) or 10 (ten).	Write "international unit"
3.	Q.D., O.D. Q.O.D. Q.I.D. (Latin abbreviation for once daily, every other day and four times daily)	Mistaken for each other. The period after the Q can be mistaken for an "I" and the "O" can be mistaken for "I"	Write "daily" "every other day" "four times daily"
4.	Trailing zero (X.0 mg), Lack of leading zero (.X mg)	Decimal point is missed.	Never write a zero by itself after a decimal point (X mg), and always use a zero before a decimal point (0.X mg)
5.	MS MSO ₄ MgSO ₄	Confused for one another. Can mean morphine sulfate or magnesium sulfate.	Write "morphine sulfate" or "magnesium sulfate"
6.	ug (for microgram)	Mistaken for mg (milligrams) resulting in one thousand fold dosing overdose.	Write "mcg" or "microgram"
7.	c.c. (for cubic centimeter)	Mistaken for U (units) when poorly written.	Write "ml" or milliliters
8.	> <	Mistaken for each other.	Write "greater than" or "less than"