

LONG ISLAND JEWISH MEDICAL CENTER

POLICY TITLE: Abbreviations: Unapproved Abbreviations	PATIENT CARE SERVICES POLICY AND PROCEDURE MANUAL
Effective Date: 11/01	Reviewed/Revised: 05/16
Inclusions: Long Island Jewish Medical Center, Long Island Jewish Forest Hills, Long Island Jewish Valley Stream, Cohen Children's Medical Center, Zucker Hillside Hospital	
Prepared by: Department of Pharmacy Services and Patient Care Services	Exclusions: None

GENERAL STATEMENT of PURPOSE

To ensure patient safety by decreasing the potential for errors associated with the use of abbreviations through the implementation of standardized list of unapproved abbreviations.

POLICY

The Joint Commission's minimum list of dangerous abbreviations and additional recommended abbreviations must not be used anywhere in the medical records, including preprinted forms. Orders with unapproved abbreviations are not to be accepted, and the prescriber will be contacted to revise/correct the order.

SCOPE

This policy applies to all members of the Long Island Jewish Medical Center work force including, but not limited to employees, medical staff, volunteers, students, physician office staff, and other persons performing work for or at Long Island Jewish Medical Center.

DEFINITIONS

PROCEDURE/GUIDELINES

Attached is the standardized list of unapproved abbreviations:

1. Unapproved abbreviations must not be used anywhere in patient medical records, including preprinted forms.
2. Orders that contain any unapproved abbreviations will not be accepted, the prescriber will be contacted, and the order must be revised/corrected.
3. Exceptions will be made when avoiding abbreviations is not feasible (e.g., smart infusion pumps). These exceptions will be reviewed by Medication Safety Committee and Pharmacy & Therapeutics Committee.

REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES

The Joint Commission Hospital Accreditation Standards-Medication Management.

CLINICAL REFERENCES

N/A

FORMS

N/A

ATTACHMENTS

"Do Not Use Abbreviations"

Reviewed / Approved by: LIJMC Pharmacy & Therapeutics Committee	5/11/16
Reviewed / Approved by: LIJMC Medical Board	5/24/16
Signature on File:	
X	
Richard Schwarz, Medical Director	Date
X	
Margaret Murphy, Associate Executive Director, Patient Care Services	Date
X	
Joseph Simpson, Chair, Pharmacy & Therapeutics Committee	Date
X	
James Abberton, Senior Director of Pharmacy Services	Date

VERSION HISTORY: 11/04, 7/07, 6/08, 8/10, 9/13

DO NOT USE ABBREVIATIONS

Abbreviation	Intended Meaning	Potential Problem	Preferred Term
U	Unit	Mistaken as zero, four or cc.	use “unit”
IU	International Unit	Mistaken as IV (intravenous) or 10 (ten)	use “international unit”
Q.D. Q.O.D. Q.I.D.	Latin abbreviation for once daily, every other day, and four times a day	Mistaken for each other. The period after the Q can be mistaken for an “I” and the “O” can be mistaken for “I”	use “daily”, “every other day”, or “four times a day”
Trailing zero (e.g. 5.0 mg) Lack of leading zero (e.g. .5 mg)	5mg 0.5mg	Decimal point is missed. Mistake may lead to a 10 fold dosing error.	Never use a zero by itself after a decimal point (e.g. 5 mg), and always use a zero before a decimal point (e.g. 0.5 mg)
MS MSO₄ MgSO₄	Morphine Sulfate Morphine Sulfate Magnesium Sulfate	Confused for one another. Can mean morphine sulfate or magnesium sulfate.	use “morphine sulfate” or “magnesium sulfate”
µg or mcg (for microgram)	MICROgram	Mistaken for mg (milligrams) resulting in one thousand-fold dosing overdose.	Use “micrograms”
x#d (e.g. x3d)	For x number of days (e.g. for three days)	“d” may be mistaken for doses instead of days.	Use for number of days (e.g. for three days)