"DO NOT USE" ABBREVIATIONS & SYMBOLS

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SCOPE
Applies to all inpatient and outpatient services of Hackettstown Regional Medical Center.

PURPOSE
To minimize the risk of misinterpretation related to use of abbreviations in the patient medical record, particularly those entries related to orders.

POLICY
A. The use of abbreviations in the patient medical record is discouraged.
B. The following "Do Not Use" list of abbreviations must not be used.

- U,u
- IU
- Q.D., QD, q.d., qd
- Q.O.D., QOD, q.o.d, qod
- Trailing zero (X.0 mg)
- Lack of leading zero (.X mg)
- MS
- MSO_4
- $MgSO_4$

Exception: It is acceptable for computer generated documentation that is programmed and cannot be altered to use the above abbreviations, such as lab systems. Computer entries that are "free text" must conform to this policy.

ROLES AND RESPONSIBILITIES
All clinical staff, physicians, and LIPs (Licensed Independent Practitioners) are obligated to follow this policy.

PROCEDURE (Orders)
1. Review orders for **Do Not Use** abbreviations from list above.
2. If the order is unclear or ambiguous:
    a. Request the order be rewritten without the 'Do Not Use' abbreviation.
    b. Contact the originator of the order and write an order clarification without the 'Do Not Use' abbreviation.
3. If the order is clear, clinical staff may act on the order.

REFERENCES
Joint Commission Standard IM.02.02.01 EP3