

## **Unapproved Abbreviations**

A "minimum list" of dangerous abbreviations, acronyms, and symbols is defined by The Joint Commission. Open chart audits are conducted monthly to ensure compliance. Audits results are reviewed by the Health Information Services Subcommittee on a quarterly basis.

Abbreviation	Potential Problem	Preferred Term
<u>U</u> (for unit)	Mistaken as zero, four or cc	Write "unit"
<u>IU</u> (for international unit)	Mistaken as IV (intravenous) or 10 (ten)	Write "International unit"
Q.D. or Q.O.D. (Latin abbreviations for once daily and every other day)	Mistaken for each other. The period after the Q can be mistaken for an "I" and the "O" can be mistaken for an "I"	Write "daily" and "every other day"
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).  Always use a zero before a decimal point (0.X mg).
MSO4 MSO4 MgSO4	Confused for one another. Can mean morphine sulfate or magnesium sulfate.	Write "morphine sulfate" or "magnesium sulfate"

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