



INODAYA HOSPITALS-KAKINADA

Policy on APPROVED ABBREVIATIONS

Reference: IMS 3g. NABH Standards – 5th Edition

Issue no: 02

Review No: 1

Documentation code:
INH/AAC./Scope -01

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APPROVED ABBRIVATIONS

1. PURPOSE

The purpose of this policy is to establish **Inodaya Hospitals** requirements regarding the use of Abbreviations in clinical documentation.

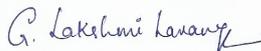
2. PRINCIPLES

- 2.1. Abbreviations cause a significant risk of misinterpretation by other healthcare providers.
- 2.2. If there is any question of correct interpretation of an abbreviation or symbol, the word(s) must be written or displayed in full text.
- 2.3. The Institute of Safe Medication Practices (ISMP) has established abbreviations that shall never be used in medication documentation (see Appendix A).
- 2.4. Do Not Use abbreviations (Appendix A) shall not be used in handwritten clinical documentation; **Inodaya Hospital** approved clinical forms, or any medication documentation.

3. ROLES AND RESPONSIBILITIES

All Staff and Physicians: The author of the document containing an abbreviation, symbol and/or acronym assumes responsibility for usage. The onus is on the author to ensure the meaning is clear and understandable to the health care provider who must take action or use the information to provide care. A reader who is unsure of the meaning must clarify it with the writer.

4. POLICY & PROCEDURE

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- 4.1. Abbreviations and Symbols used within **Inodaya Hospitals** shall be used and accepted as referenced in Jablonski’s Dictionary of Medical Acronyms & Abbreviations – 6th Ed. (2009) and Appendix B (Approves abbreviations as per JCI and approved abbreviations in **Inodaya Hospitals**) except as noted in the Do Not Use List (Anx-08).
- 4.2. The ISMP (Institute of Safe Medication Practices) list of Do Not Use Dangerous Abbreviations, Symbols and Dose Designations is to be strictly adhered to in all handwritten clinical documentation, all medication documentation and all **Inodaya Hospitals** approved clinical forms. Abbreviations on the attached Do Not Use list are never to be used, as they are frequently misinterpreted and have resulted in harmful medication errors
- 4.3. Preprinted physician orders, treatment orders, or other paper or electronic forms related to medication use shall not include any abbreviations, symbols, and/or dose designations identified on the Do Not Use List.
- 4.4. The dangerous abbreviations, symbols and dose designations as listed in the Do Not Use List will not be used on any pharmacy-generated labels and forms.
- 4.5. Abbreviations shall not be used on consent forms, for medication names, to describe procedures or as a final diagnosis.
- 4.6. Auditing of continued usage of prohibited abbreviations in medication related documentation will be undertaken by the Medical records review Committee on a regular basis.

Annexure- 08: ISMP List of error prone Abbreviations, Symbols, and Dose Designations

Annexure-09: Common Medical Abbreviations in usage

5. **INTERFACE:** This procedure is with reference to Chapter 10-Information Management System, IMS 3 (f), NABH standard requirements- 5th edition April 2020

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Intended meaning	Acceptable Terms or Abbreviations
Units of Measure and Concentration	
gram(s)	g
International unit(s)	International unit(s)
unit(s)	unit(s)
litre(s)	L
milligram(s)	mg
millilitre(s)	mL
microgram(s)	microgram, microg
percentage	%
millimole	mmol
Dose Forms	
capsule	cap
cream	cream
ear drops	ear drops
ear ointment	ear ointment
eye drops	eye drops
eye ointment	eye ointment
injection	inj
metered dose inhaler	metered dose inhaler, inhaler, MDI

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mixture	mixture
ointment	ointment, oint
pessary	press
powder	powder
suppository	supp
tablet	tablet, tab
patient controlled analgesia	PCA

Error-prone Abbreviation	Intended Meaning	Why?	What should be used
µg, mcg or ug	microgram	Mistaken as 'mg'	microg, microgram
BID or bid	twice daily	Mistaken as 'tid' (three times daily)	bd
BT or bt	bedtime	Mistaken as 'BID' (twice daily)	bedtime
cc	cubic centimetres	Mistaken as 'u' (units)	mL
D/C	discharge or discontinue	Premature discontinuation of medications if discharge intended	'discharge' or 'discontinue' whichever is intended
e or E	ear or eye	Mistaken for 'ear' when 'eye' intended or for 'eye' when 'ear' intended	'eye' or 'ear' and specify whether 'left', 'right' or 'both'

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gtt or gutte	drops	Latin abbreviation meaning 'drops', not universally understood.	'drops' or 'eye drops' whichever is intended
HS	half-strength	Mistaken as bedtime	'half-strength' or
hs	at bedtime, hours of sleep	Mistaken as half-strength	'bedtime' whichever is intended
IJ	injection	Mistaken as 'IV' or 'intrajugular'	inj, injection
IN	intranasal	Mistaken as 'IM' or 'IV'	intranasal
IT	intrathecal	Mistaken as Intravenous	intrathecal
IU	International units	Mistaken as 'IV' (Intravenous) or '10' (ten)	International units
IVI	Intravenous injection	Mistaken as 'IV 1'	IV inj or IV injection
M	morning	Mistaken for 'n' (night)	morning
N	night	Mistaken for 'm' (morning)	night
Oc or Occ	eye ointment	Mistaken for eye drops	eye ointment
mist	mixture	Latin abbreviation, not universally understood	mixture
o.d. or OD	once daily	Mistaken as 'right eye' (OD-oculus dexter), leading to oral liquid medications administered in the eye. Can also be mistaken for BD (twice daily)	'daily', preferably specifying the time of the day, eg 'morning', 'mid-day', 'at night'

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OJ	orange juice	Mistaken as 'OD' or 'OS' (right or left eye); drugs meant to be diluted in orange juice may be given in the eye	orange juice
OW	once a week	Not universally understood	once a week
p/f	per fortnight	Not universally understood	every two weeks, per fortnight
qd or QD	every day	Mistaken as 'Qid', especially if the period after the 'q' or the tail of the 'q' is misunderstood as an 'i'	daily
pulv	powder	Latin abbreviation, not universally understood	powder
Qhs	nightly at bedtime	Mistaken as 'qhr' or every hour	'night', 'daily at bedtime'
Qh	every hour	Not universally understood	'hourly', 'every hour'
god or QOD	every other day	Mistaken as 'qd' (daily) or 'qid' (four times daily)	'every second day', 'on alternate days'
Q6PM etc	every evening at 6 pm	Mistaken as every six hours	'6pm daily', 'every night at 6pm', 'every day at 6 pm'
SC	subcutaneous	Mistaken as 'SL' (Sublingual)	'subcut', 'subcutaneous'
SL or S/L	sublingual	Mistaken as 'SC' (Subcutaneous)	'subling', 'under the'

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Error-prone frequency	Intended Meaning	Why?	What should be used
Ss	sliding scale (insulin) or half (apothecary)	Mistaken as '55'	tongue' 'sliding scale' or 'half' whichever is intended
SSRI or SSI	sliding scale regular insulin or sliding scale insulin	Mistaken as selective serotonin reuptake inhibitor; Mistaken as Strong Solution of Iodine (Lugols)	sliding scale insulin
TID	three times a day	Mistaken as 'bd'	tds
TIW	three times a week	Mistaken as 'three times daily'	'three times a week' and specify exact days in full, for example 'on Mondays, Wednesdays and Saturdays'
i/D	one daily	Mistaken as 'tid'	one daily
U or u	unit	Mistaken as the numbers '0' or '4', causing a 10-fold overdose or greater (eg 4U seen as '40' or 4u seen as '44'). Mistaken as 'cc' so dose given as a volume instead of units (eg 4u seen as 4 cc)	unit
ung	ointment	Latin abbreviation, not universally understood	ointment
Error-prone frequency	Intended Meaning	Why?	What should be used
			4

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and dosage abbreviations			
6/24	every six hours	Mistaken as 'six times a day'	every 6 hrs', '6 hourly', '6 hrly'
1/7	for one day	Mistaken as 'for one week'	for one day only
1/2	half	Mistaken as 'one or two'	Half
Error-prone symbols	Intended Meaning	Why?	What should be used
X3d	for three days	Mistaken as '3 doses'	for three days
> or <	greater than or less than	Mistaken or used as the opposite of intended; '<10' mistaken as '40'	greater than' or 'less than'
/ (slash mark)	separates two doses or indicates 'per'	Mistaken as the number 1 eg '25 units/10units' misread as '25 units and 110 units'	per' rather than a slash mark to separate doses
@	at	Mistaken as '2'	at
&	and	Mistaken as 2	And
+	plus or and	Mistaken as '4'	And
°	hour	Mistaken as a zero (eg q2° seen as q20)	hour

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