



# INODAYA HOSPITALS-KAKINADA

## Policy on APPROVED ABBREVIATIONS

Reference: IMS 3g. NABH Standards – 6<sup>th</sup> Edition

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11/11/2025

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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.

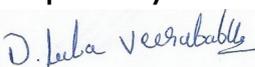
##### 2. PRINCIPLES

- 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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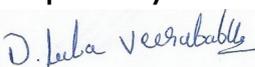
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- 4.1. Abbreviations and Symbols used within **Inodaya Hospitals** shall be used and accepted as referenced in Jablonski’s Dictionary of Medical Acronyms & Abbreviations – 6th Ed. (2009) and Appendix B (Approves abbreviations as per JCI and approved 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
<b>Units of Measure and Concentration</b>	
<i>gram(s)</i>	<i>g</i>
<i>International unit(s)</i>	<i>International unit(s)</i>
<i>unit(s)</i>	<i>unit(s)</i>
<i>litre(s)</i>	<i>L</i>
<i>milligram(s)</i>	<i>mg</i>
<i>millilitre(s)</i>	<i>mL</i>
<i>microgram(s)</i>	<i>microgram, microg</i>
<i>percentage</i>	<i>%</i>
<i>millimole</i>	<i>mmol</i>
<b>Dose Forms</b>	
<i>capsule</i>	<i>cap</i>
<i>cream</i>	<i>cream</i>
<i>ear drops</i>	<i>ear drops</i>
<i>ear ointment</i>	<i>ear ointment</i>
<i>eye drops</i>	<i>eye drops</i>
<i>eye ointment</i>	<i>eye ointment</i>

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<i>injection</i>	<i>inj</i>
<i>metered dose inhaler</i>	<i>metered dose inhaler, inhaler, MDI</i>
<i>mixture</i>	<i>mixture</i>
<i>ointment</i>	<i>ointment, oint</i>
<i>pessary</i>	<i>pess</i>
<i>powder</i>	<i>powder</i>
<i>suppository</i>	<i>supp</i>
<i>tablet</i>	<i>tablet, tab</i>
<i>patient controlled analgesia</i>	<i>PCA</i>

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

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

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

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			'subling', 'under the tongue'
SL or S/L	sublingual	Mistaken as 'SC' (Subcutaneous)	
Ss	sliding scale (insulin) or half (apothecary)	Mistaken as '55'	'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
<b>Error-prone</b>	<b>Intended Meaning</b>	<b>Why?</b>	<b>What should be used</b>

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frequency and dosage abbreviations			4
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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