

## MEDICAL ABBREVIATION POLICY (PME006)

### Appendix A

#### Prohibited Abbreviations for Handwritten Documentation

Prohibited Abbreviation	Reason	Solution or Correction
Letter “U” or “u” as a unit (e.g., “5u”)	Mistaken for zero (e.g., 50)	Spell out “unit.” (e.g., “5 units”)
“IU” for international unit.	Mistaken as IV (intravenous) or 10 (ten).	Spell out “international unit.”
<b>X N without unit</b> (e.g., “250 mL tap water flush TID x3”)	Not specific enough to determine duration or number of treatments	Use units. (e.g. “250 mL tap water flush TID x3 days ”)
<b>X N followed by an ambiguous unit</b> (e.g. “X 3 d”)	Unclear duration or number of treatments	Use specific units. (e.g. “x3 days” or “x3 doses”)
Improper decimal <b>Lack of leading zero</b> (e.g. .2 could be mistake for 2)  <b>Trailing zero</b> (e.g. 2.0 could be mistaken for 20)	Decimal overlooked, resulting in 10-fold error	Use zero before decimal when dose is less than a whole unit (e.g., 0.2)  Never use trailing zero following a decimal (e.g., 2)
Greek symbol $\mu$ for micro (e.g. “ $\mu$ g”)	Mistaken as “m” (for milli), resulting in 1000-fold error	Use “mcg” or spell out “micrograms.”
Ø symbol for “no” or “none”	Mistaken as another number, especially “4”	Spell out “no” or “none.”
<b>MSO4, MS, or MgSO4</b>	Confusion between morphine sulfate and magnesium sulfate.	Spell out “morphine sulfate” or “magnesium sulfate.”
<b>Q.D., Q.O.D.</b> (Latin abbreviation for once daily and every other day.)	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”

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**These abbreviations shall not be used in handwritten documentation, regardless of capitalization or punctuation.**

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