

SUBJECT: DOCUMENTATION AND THE USE OF ABBREVIATIONS, ACRONYMS AND SYMBOLS	REFERENCE #9004
DEPARTMENT: ORGANIZATIONWIDE	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- Abbreviations denoted on the Joint Commission’s “Do Not Use” List will not be utilized for documentation throughout the organization to assure the highest quality of patient care and to prevent medical/health care errors.
- The “Do Not Use” List includes abbreviations, acronyms, symbols and dose designations.
- Only those abbreviations from the medical staff list of approved abbreviations will be utilized for documentation.
- The list of “Do Not Use” abbreviations applies to all orders (not just medication orders) and all medication documentation that is handwritten or uses free text entry into a computer.
- Pre-printed forms shall not include any abbreviations identified as not to be used.
- All pre-printed forms include, but are not limited to, physician order forms, protocols, clinical practice guidelines and pathways.
- Nurses and pharmacists shall clarify orders that contain “do not use” abbreviations with the prescriber when the order is not clear.

NOTE:

Healthcare organizations may be required by state regulations to have an approved abbreviations list. Healthcare organizations may use resources, i.e., Joint Commission Dictionary of Healthcare Terms, Organizations and Acronyms (Lexikon), Stedman’s Medical Abbreviations, Acronyms and Symbols, Centers of Disease Control’s Approved List of US Vaccine Abbreviations, to develop individualized lists.