

BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

Chapter: 4	Care & Treatment Services		
Section: 9	Health Care Management		
Topic: 13	Dangerous or Prohibited Abbreviations/Symbols/Acronyms/Dose Designations		
Page: 1 of 3	Supersedes Date: Pol: Proc: 11-14-05, 12-30-03	Approval Date: Pol: 12-30-03 Proc: 11-21-06	_____ <i>Board Chairperson Signature</i>
			_____ <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to be fully committed to carrying out its services in a manner consistent with its Mission, Vision, Values and Strategic Plan, including patient safety as it pertains to the use of abbreviations, symbols and acronyms.

Purpose

This policy and procedure was established to provide guidelines in the use of approved abbreviations and those abbreviations that have been determined to be potentially dangerous according to Joint Commission National Patient Safety Goals.

Education Applies to

- All BABHA Staff
 Selected BABHA Staff, as follows: Strategic Leadership Team, Clinical Management Staff, Ancillary Care Staff, Agency Nurses –, Clerical Support Staff, Clinical Records Staff, Direct Care Staff, Primary Care Staff
 All Contracted Providers: Policy Only Policy and Procedure
 Selected Contracted Providers, as follows:
 Policy Only Policy and Procedure
 Other:

Definitions

N/A

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Procedure

1) The following abbreviations, symbols and acronyms and dose designations are PROHIBITED and considered to be “dangerous” by BABHA and the Medical Director of BABHA:

Abbreviation/Symbol/Acronym	Potential Problem	Preferred Term
U, u (for unit)	Mistaken as zero, four or cc	Write “cc”
IU (for international unit)	Mistaken as IV (intravenous) or 10 (ten)	Write “international” unit
Q.D., QD, qd, Q.O.D. QOD, q o d or god, (Latin abbreviation 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 (.Xmg)	Decimal point is missed	Never write a zero by itself after a decimal point (Xmg), and always use a zero before a decimal point (0.Xmg)
MS MSO4 MgSO4	Confused for one another. Can mean morphine sulfate or magnesium sulfate	Write “morphine sulfate” or “magnesium sulfate”

IF ANY OF THESE DANGEROUS ABBREVIATIONS, ACRONYMS OR SYMBOLS OR DOSE DESIGNATIONS ARE DISCOVERED, THEY MUST BE CLARIFIED WITH PRESCRIBING PROFESSIONAL, RE-WRITTEN, READ-BACK AND SIGNED BY THE PRESCRIBING PROFESSIONAL.

Attachments

N/A

Related Forms

N/A

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Related Materials

N/A

References/Legal Authority

Joint Commission National Patient Safety Goals

SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
K. Withrow M. Bartlett	M. Bartlett M. Swank	06/24/13	No Changes	Triennial review: no changes to policy and procedure.
S. Van Paris	S. Van Paris	2/7/18	No changes	Review only- no changes
S. Van Paris	Roderick Smith	6/8/2022	No changes	Triennial review-no changes
S. Van Paris	Dr. R. Smith	7/31/2024	No Changes	Triennial review- no changes