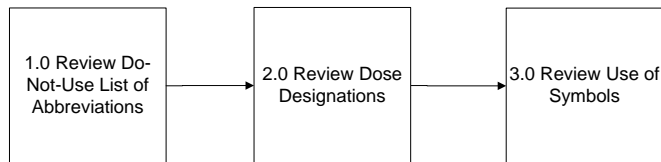


<b>SUBJECT:</b>	<b>USE OF ABBREVIATIONS AND/OR SYMBOLS</b>	
<b>DOCUMENT TYPE:</b>	STANDARD OPERATING PROCEDURE (SOP)	
<b>REFERENCE #:</b>	SOP-MD-CL-002b	
<b>LINE OF BUSINESS:</b>	CERTIFIED HOME HEALTH, PRIVATE DUTY HOME CARE, MEDICAID WAIVER DIRECTED CARE, OTHER DIRECTED CARE	
<b>EFFECTIVE DATE:</b>	<b>09/01/2014</b>	PAGE: 1 OF: 1
<b>REVISED DATE:</b>	09/16/2013	



Use of Abbreviations and/or Symbols			
Process Step	Performed By	When	Comment
<b>1.0</b> Review Do-Not-Use List of Abbreviations	Office clinical leader or clinical designee	Medical record documentation to include notes, orders, medication	<p><b>“Do-Not-Use” List of Abbreviations:</b></p> <ul style="list-style-type: none"> <li>• <b>U</b> (Write unit)</li> <li>• <b>IU</b> (Write international unit)</li> <li>• <b>QD, QOD</b> (Write daily and every other day)</li> <li>• <b>Trailing zero after decimal point:</b> Do not use “trailing zeros for doses expressed in whole numbers (e.g., <b>1.0 mg</b>) intended meaning <b>1 mg</b>. Mistaken as 10 mg if the decimal point is not seen</li> <li>• <b>“Naked” decimal point:</b> Use zero before a decimal point when the dose is less than a whole unit (e.g., <b>.5 mg</b>) intended meaning <b>0.5 mg</b>. Mistaken as 5 mg if the decimal point is not seen</li> </ul>
<b>2.0</b> Review Dose Designations	Office clinical leader or clinical designee	When making entries in the system of record or handwriting medication orders	<ul style="list-style-type: none"> <li>• Place adequate space between the drug name, dose, and unit of measure</li> <li>• Use commas for dosing units at or above 1,000, or use words such as 100 “thousand” or 1 “million” to improve readability.</li> </ul>
<b>3.0</b> Review Use of Symbols	Office clinical leader or clinical designee	Medical record documentation to include notes, orders, medication	<p>Do not use the following symbols:</p> <ul style="list-style-type: none"> <li>• <math>\geq</math> Write greater than or equal to</li> <li>• <math>\leq</math> Write less than or equal to</li> <li>• Abbreviations for drug names (write drug names in full)</li> <li>• Apothecary units (Use metric units)</li> <li>• @ Write “at”</li> <li>• cc Write “ml” or “milliliters”</li> <li>• <math>\mu\text{g}</math> Write “mcg” or “micrograms”</li> </ul>