NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE

SUE	BJECT:	ABBREVIATIONS	
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ORIGINAL DATE: 01/17/89			
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APPROVAL: Cody L. Phinney, Agency Director			
I.	PURPOSE To maximize consumer safety by eliminating the use of banned abbreviations and standardizing communication throughout the organization.		
II.	POLICY NNAMHS will maintain a list of banned abbreviations which are not to be used at any time in the medical record.		
III.	The Joi	RENCES Int Commission Comprehensive Accreditation Manual for Hosp ation Management Chapter	vitals,

IV. PROCEDURE:

- 1. The Medical Director, Chief of Staff, and department managers will educate their staff on the use of abbreviations in the medical record.
- 2. The list of banned abbreviations includes all abbreviations banned by The Joint Commission. These abbreviations cannot be deleted from the list.
- Additions to or deletions from the Banned Abbreviations List and the Abbreviations Reference List may be made by:
 - Submit a written justification to the NNAMHS policy work group to add or delete an abbreviation.
 - The policy work group will review and make any recommendations to the medical staff.
 - Changes to the list will be made according to the final decision of the Medical Staff.

V. ATTACHMENTS

- 1. Banned Abbreviations List
- 2. Abbreviations Reference List

BANNED ABBREVIATIONS LIST

The following abbreviations are NOT TO BE USED at any time:

Apothecary symbols ARA^0A AU **AZT** BTCPZ DPT et HCI **HCT** IU (international unit) µg (microgram) MS MSO4 MgSO4 MTX Name letters and dose numbers run together (i.e., Inderal40mg) Nitro Drip Norflox per os qn qd or QD (every day) qod or QOD (every other day) SS TAC TIW or tiw U or u Trailing zero (after decimal point) for doses expressed in whole numbers (i.e., 1.0) ZnSO4 Lack of leading zero (.25 mg)

ABBREVIATIONS REFERENCE LIST

ā after

AA Alcoholics Anonymous

A1C Hemoglobin A1C

abd abdomen
ac before meals
Accts Account

ADL activities of daily living ad lib as much as desired AEB as evidenced by AFB acid fast bacilli

AIDS acquired immunodeficiency syndrome
AIMS abnormal involuntary movement scale

AKA also known as

AMA against medical advice
ANA antinuclear antibody
APN Advanced Practice Nurse

APP application appt appointment Appy appendectomy

APS Adult Protective Services

Apt apartment ASA aspirin

ASAP as soon as possible

ASHD arteriosclerotic heart disease

AT Activity Therapy

A/VH Audio/visual hallucinations

AWOL absent without leave

BA blood alcohol
B & C board and care
BID twice a day

BKA below knee amputation

BM bowel movement B/P or BP blood pressure

BRP bathroom privileges

BUN blood urea nitrogen

ō

with

C Centigrade cath catheter

CAP Comprehensive Aftercare Plan

CBC complete blood count

CBC \bar{c} diff complete blood count with differential

cc cubic centimeter CC chief complaint

CD chemical dependency
CHF congestive heart failure

cm centimeter

CM Case Management
CNS central nervous system

c/o complains of

Co county

CMP Comprehensive metabolic panel

cont. continue

COPD chronic obstructive pulmonary disease

CPK creatinine phosphokinase

CPR cardiopulmonary resuscitation

CPS Child Protective Services
C & S culture and sensitivity

CSP comprehensive service plan
CT computerized tomography
CTH Carson-Tahoe Hospital

CTRS Certified Therapeutic Recreational Therapist

CVA cerebrovascular accident CVD cardiovascular disease

CW case worker

cx cancel CXR chest x-ray

DAP data, assessment, plan (focused charting method)

D & C dilatation and curettage DC discharge/discontinue

DDS Doctor of Dental Surgery

dec decanoate
Dept. or dept. department
disch discharge
DISP dispense
dl deciliter

DO Doctor of Osteopathy/disorder

DOB date of birth

Dr. doctor drsg dressing

DSM Diagnostic and Statistical Manual (of Mental Disorders)

DT delirium tremens

Dx diagnosis

E. Coli Escherichia coli

ECT electroconvulsive therapy/electroshock therapy

Ed.D. Doctor of Education
EEG electroencephalogram
EENT eyes, ears, nose, throat

e.g. for example

EKG or ECG electrocardiogram

ELISA enzyme linked immunosorbent assay

EMG electromyogram ENT ear, nose, throat

EPS extrapyramidal symptoms

ER emergency room

ESP extrasensory perception

ESR erythrocyte sedimentation rate

ETA estimated time of arrival

et al and others
etc and so forth
ETOH ethanol (alcohol)

FAM family

FBS fasting blood sugar

Fe iron

FOI flight of ideas

FSH Follicle stimulating hormone

f/u follow-up

FUO fever of undetermined origin

Fx fracture

FYI for your information

Ga general assistance
GA Gamblers Anonymous
GAF global assessment function

GC gonorrhea

GHRP group high-risk precaution

GI gastrointestinal

gm gram GRP group

gt or gtt a drop/drops
GU genitourinary
Gyn gynecology

H₂O water

H₂O₂ hydrogen peroxide H & P history and physical

HAWC Health Access Washoe Clinic HBS Ag Hepatitis B surface antigen HBS Aby Hepatitis B surface antibody

HBV hepatitis B virus HC aby Hepatitis C antibody

Hct Hematocrit

HCTZ Hydrochlorothiazide HCV Hepatitis C virus

HEENT head, eyes, ears, nose, throat

Hep B hepatitis BHep C hepatitis CHgb hemoglobin

HI Homicidal ideation

HIV human immunodeficiency virus

hr hour

hs hour of sleep/at bedtime

H.V. Home visit
Hx history

ICDA International Classification of Diseases, Adapted (for United States use)

IDDM insulin-dependent diabetes mellitus

IM intramuscular IND TX individual therapy

inj injection involuntary

I & O intake and output

IP inpatient

IQ intelligence quotient
IT industrial therapy
IUD intrauterine device

IV intravenous

IVP intravenous pyelogram

K+ potassium kg kilogram

L left

lab laboratory lb pound

LCSW Licensed Clinical Social Worker

LH Luteinizing hormone
LLQ lower left quadrant
LMP last menstrual period
LOA looseness of association
LOC level of consciousness

LOS length of stay

LPN Licensed Practical Nurse
LSD lysergic acid diethylamide

LUQ left upper quadrant

lymph lymphocyte

MAR medication administration record

max maximum mcg microgram

M.D. or MD Doctor of Medicine

med or meds medication/medications

mEq milliequivalent mg milligram Mg. magnesium

MHDS Mental health Developmental Services

MHT Mental Health Technician
MI myocardial infarction

ml milliliter mm millimeter

MMPI Minnesota Multiphasic Personality Inventory

MMSE Mini Mental Status Exam

mod moderate

MOM milk of magnesia

MR may repeat

MRI magnetic resonance imaging

MRSA methicillin resistant staphylococcus aureus

MS multiple sclerosis

MS III third year medical student
MS IV fourth year medical student

MSE mental status exam

Mtg. meeting

MVA motor vehicle accident

N/A not applicable

NA Narcotics Anonymous

Na sodium neg negative

NIDDM non-insulin dependent diabetes mellitus

ng nanogram

NKA no known allergies
NKDA no known drug allergies

NNAMHS Northern Nevada Adult Mental Health Services

NNMC Northern Nevada Medical Center NPH neutral protamine hagedorn (insulin)

NPO nothing by mouth

NSAID non-steroidal anti-inflammatory drug

NSWD Nevada State Welfare Division

Nsg nursing

NTE Not to exceed

O2 oxygen

O2 sat oxygen saturation

OB obstetrics

OBS organic brain syndrome

OD overdose or Officer of the Day

OP outpatient

OT occupational therapy
OTC over the counter
OV office visit

 $\frac{P}{\overline{p}}$ pulse after

P & P Parole and Probation
PAP Papanicolaou (smear)

para woman who has brought forth a living child

PE physical examination

PERRLA pupils equal, round, react to light and accommodation

Pharm.D Pharmacy Doctor Ph.D. Doctor of Philosophy

po by mouth

polys polymorphonuclear

PP postprandial

PPD purified protein derivative

prn as needed

PRP Psychosocial Rehabilitation Program

PSA prostatic specific antigen

PSI Psychology Intern

PT physical therapy or Prothrombin Time

PTT Partial Thromboplastin Time

pt patient

PTA prior to admission

PTSD Post Traumatic Stress Disorder

P/U Pick-up

q every, each QAM every morning

qh every hour

qhs every hour of sleep (at bedtime)

qid four times a day

R right

R/B Risks/benefits
RBC red blood count

RCL return from conditional leave

Ref refill

rehab rehabilitation resp respiration

RLQ right lower quadrant RN registered nurse

R/O rule out

ROM range of motion

RPD Reno Police Department
R.Ph. Registered Pharmacist
RPR rapid plasma reagin

RS Reschedule R/T related to

RT recreational therapy RTC return to clinic

RUQ right upper quadrant

Rx prescription

<u>₹</u> without

SA suicide attempt

SC Service Coordinator (not to be used for subcutaneous)

sed rate sedimentation rate

SGOT serum glutamic oxaloacetic transaminase SGPT serum glutamic pyruvic transaminase

SI suicidal ideation

sig directions

SIIS State Industrial Insurance System SLA supported living arrangement

sm small

SMHOP Senior Mental Health Outreach Program

SMI seriously mentally ill

SMRMC St. Mary's Regional Medical Center

SOB shortness of breath

S/P status post

SPD Sparks Police Department

sp gr specific gravity SS Social Security

SSA Social Security Administration
SSD Social Security Disability

SSI Supplemental Security Income

staph staphylococcus STAT immediately

STD sexually transmitted disease

strep streptococcus SW social worker

T4 thyroxine

T & A tonsillectomy and adenoidectomy

tab tablet

TB tuberculosis tc telephone call TCG triglycerides

TD tardive dyskinesia tid three times a day TO telephone order

TPR temperature, pulse, respirations
TSH thyroid stimulating hormone

Tx treatment

UA urinalysis

UCP United Cerebral Palsy
UDS urine drug screen

URI upper respiratory infection
UTI urinary tract infection

VAMC Veterans' Affairs Medical Center

VD venereal disease VO verbal order

Voc Rehab vocational rehabilitation

VRE vancomycin resistant enterococcus

VS vital signs vs versus

WBC white blood count

WCDC Washoe County Detention Center

WCDSS Washoe County Department of Social Services WCMHC Washoe Community Mental Health Clinic

WDWN well developed, well nourished

WHH West Hills Hospital

WMC Renown Health (formerly Washoe Medical Center)

WNL within normal limits

WCOS Washoe Community Outpatient Services

wt weight W/U work-up

yo years old yr year

equals = female 8 male check æ at / per number # change Δ times X

Ψ Psychiatry

2° secondary to

→ greater than

← less than

> greater than

< less than

↑ increase

↓ decrease