NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: ABBREVIATIONS

NUMBER: NN-IM-MR-06

ORIGINAL DATE: 01/17/89

REVIEW/REVISE DATE: 08/01/89, 09/16/90, 01/29/92, 07/22/92, 07/28/93, 06/21/95, 04/03/97, 12/14/00, 01/04/01, 10/02/03, 08/05/04, 01/04/07, 2/18/10, 12/20/12

APPROVAL: Cody L. Phinney, Agency Director

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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. REFERENCES

The Joint Commission Comprehensive Accreditation Manual for Hospitals, Information Management Chapter
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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.
3. Additions to or deletions from the Banned Abbreviations List and the Abbreviations Reference List may be made by:
   a. Submit a written justification to the NNAMHS policy work group to add or delete an abbreviation.
   b. The policy work group will review and make any recommendations to the medical staff.
   c. 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
BT
CPZ
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)

BANNED

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
$\bar{c}$	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
H_2O	water
H_2O_2	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 B
Hep C	hepatitis C
Hgb	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
invol	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

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
P	pulse
$\overline{p}$	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
$\overline{s}$	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
♂	male
✔	check
@	at
/	per
#	number
Δ	change
x	times
Ψ	Psychiatry
2°	secondary to
→	greater than
←	less than
>	greater than
<	less than
↑	increase
↓	decrease