

DO NOT USE ABBREVIATION LIST

<b>A "minimum list" of dangerous abbreviations, acronyms and symbols</b>				
Beginning <b>January 1, 2004</b> , the following items must be included on each accredited organization's "Do not use" list:				
<b>Set</b>	<b>Item</b>	<b>Abbreviation</b>	<b>Potential Problem</b>	<b>Preferred Term</b>
1.	1.	U (for unit)	Mistaken as zero, four or cc.	Write "unit"
2.	2.	IU (for international unit)	Mistaken as IV (intravenous) or 10 (ten)	Write "international unit"
3.	3. 4.	Q.D., Q.O.D. (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 "I"	Write "daily" and "every other day"
4.	5. 6.	Trailing zero (X.0 mg), Lack of leading zero (.X mg)	Decimal point is missed	Never write a zero by itself after a decimal point (X mg), and always use a zero before a decimal point (0.X mg)
5.	7. 8. 9.	MS MSO <sub>4</sub> MgSO <sub>4</sub>	Confused for one another Can mean morphine sulfate or magnesium sulfate	Write "morphine sulfate" or "magnesium sulfate"

<b>In addition to the "minimum required list"</b>		
The following items should also be considered when expanding the "Do not use" list to include the additional three or more items referenced in the <a href="mailto:JCAHOFAQ@jcaho.org">JCAHOFAQ@jcaho.org</a>		
<b>Abbreviation</b>	<b>Potential Problem</b>	<b>Preferred Term</b>
µg (for microgram)	Mistaken for mg (milligrams) resulting in one thousand-fold dosing overdose	Write "mcg"
H.S. (for half-strength or Latin abbreviation for bedtime)	Mistaken for either half-strength or hour of sleep (at bedtime) q.H.S. mistaken for every hour. All can result in a dosing error.	Write out "half-strength" or "at bedtime"
T.I.W. (for three times a week)	Mistaken for three times a day or twice weekly resulting in an overdose	Write "3 times weekly" or "three times weekly"
S.C. or S.Q.	Mistaken as SL for sublingual,	Write "Sub-Q", "subQ", or

(for subcutaneous)	or "5 every"	"subcutaneously"
D/C (for discharge)	Interpreted as discontinue whatever medications follow (typically discharge meds).	Write "discharge"
c.c. (for cubic centimeter)	Mistaken for U (units) when poorly written.	Write "ml" for milliliters
A.S., A.D., A.U. (Latin abbreviation for left, right, or both ears) O.S., O.D., O.U. (Latin abbreviation for left, right, or both eyes)	Mistaken for each other (e.g., AS for OS, AD for OD, AU for OU, etc.)	Write: "left ear," "right ear" or "both ears;" "left eye," "right eye," or "both eyes"