

"DO NOT USE" ABBREVIATION LIST

In accordance with JCAHO's National Patient Safety Goal 2b:

"Standardize the abbreviations, acronyms, and symbols used throughout the organization, including a list of abbreviations, acronyms and symbols not to use,"

the Medical Staff has completed a thorough review of UCSD's abbreviation list and has identified the following abbreviations which will **not** be accepted anywhere in the medical record.

DO NOT USE ABBREVIATION	Intended Meaning	Error	REQUIRED
U	Units	Mistaken as zero, four or cc.	Write "unit".
IU	International unit	Mistaken as IV (intravenous) or 10 (ten).	Write "international unit".
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 "l" and the "O" can be mistaken for an "l".	Write "daily" and "every other day".
Trailing zero (X.0 mg) Lack of leading zero (.X mg)	A whole number or fraction respectively	Decimal point is missed resulting in a 10-fold overdose.	NEVER write a zero by itself after a decimal point (X mg). ALWAYS use a zero before a decimal point (0.X mg).
MS MSO ₄ MgSO ₄	Morphine Sulfate or Magnesium Sulfate	Confused for one another.	Write "morphine" or "magnesium sulfate".
T.I.W.	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".
µg	Mcg	Misread as mg.	USE "mcg" (metric system).
c.c.	Cubic centimeter	Mistaken for U (units) when poorly written.	Write "ml" for milliliters.