1. PURPOSE

To identify those medication related abbreviations that are prohibited from use in medical record documentation.

2. SCOPE

This policy applies to Aurora Health Care, Inc. and any entity or facility owned and controlled by Aurora Health Care.

3. DEFINITIONS

None identified

4. POLICY

4.1 Caregivers at Aurora Health Care should not use unacceptable abbreviations (see Appendix A) in any medical record documentation, including but not limited to, medication orders, reports, or patient care notes.

5. PROCEDURE

5.1 An abbreviation on the “List of Unacceptable Abbreviations” should not be used in any of its forms. This includes upper or lower case or with or without periods.

5.2 The prohibited list applies to all orders, preprinted forms, and medication related documentation, either handwritten or electronic.

5.3 A trailing zero may be used only when required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report the size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.
ABBREVIATIONS THAT ARE UNACCEPTABLE FOR MEDICAL RECORD DOCUMENTATION

CROSS REFERENCES:
- MEDICAL RECORD DOCUMENTATION
- ORDERS AND COMPUTERIZED PROVIDER ORDER ENTRY (CPOE) SYSTEM USE

Approved and Unacceptable Abbreviations from Aurora Abbreviations website
Provider Guide to Appropriate EHR Documentation Practices (Compliance and Integrity website)
SmartChart Incorporation of Patient Care Photos Guideline (SmartChart and Health Information websites)

REFERENCES:
2. Joint Commission Perspectives on Patient Safety; March 2005
3. Joint Commission Perspectives on Patient Safety; May 2005

ADDITIONAL APPENDIX/APPENDICES ASSOCIATED WITH POLICY:

LIST OF UNACCEPTABLE ABBREVIATIONS APPENDIX A