| DEPARTMENT: | POLICY NUMBER: |
|---|---|
| Medical Services Division | DPOTMH-MPP-MSD-P012 (01) |

| TITLE/DESCRIPTION: |
|---|
| LIST OF "DO NOT USE" MEDICAL ABBREVIATIONS |

| EFFECTIVE DATE: June 30, 2025 | REVISION DUE: June 29, 2028 | REPLACES NUMBER: N/A | NO. OF PAGES: 1 of 5 |
|---|---|---|---|

| APPLIES TO: Pharmacy Department, Nursing Service Division, Medical Director's Office, Medical Records Department, IT | POLICY TYPE: Multi disciplinary |
|---|---|

## PURPOSE:

1. To increase patient safety by eliminating the use of unsafe acronyms, symbols, and abbreviations that are frequently misinterpreted in prescriptions, medical records, and communications.
2. To ensure that clinical information is clearly understood by all healthcare providers, reduces misinterpretation in written or verbal communication.
3. To promote Standardization and outlines the role of regulatory bodies like the Joint Commission, National Patient Safety Goals, local health authorities, and accreditation bodies in ensuring safety standards.

## DEFINITIONS:

**"DO NOT USE" MEDICAL ABBREVIATIONS** – A list of acronyms, symbols, and dosage designations that are thought to be prone to errors and ought to be avoided in medical records in order to avoid misunderstandings and possible patient injury.

**RESPONSIBILITY:** Staff Nurse, Pharmacist, Attending Physician, Resident On-Duty and Consultants

## POLICY:

1. This policy shall applies to all handwritten, electronic, and pre-printed documentation including:
    - 1.1. Medication orders
    - 1.2. Progress notes
    - 1.3. Treatment plans
    - 1.4. Discharge summaries
    - 1.5. Electronic health record entries
    - 1.6. Verbal or telephone orders (shall be transcribed correctly)

2. Healthcare providers shall not use abbreviations, acronyms, or symbols on the **Do Not Use List** when documenting in medical records, writing orders, or communicating clinical information.

3. Only approved abbreviations listed in the organization's standardized medical abbreviation guide shall be used.

4. All clinical communications shall be written clearly and without the use of non-standard or prohibited abbreviations, to prevent misinterpretation that could lead to diagnostic, treatment, or medication errors.

# RIVERSIDE MEDICAL CENTER, INC.

**METRO PACIFIC HEALTH**
THE HEART OF FILIPINO HEALTHCARE

DR. PABLO O. TORRE
MEMORIAL HOSPITAL

| DEPARTMENT: | POLICY NUMBER: |
|---|---|
| Medical Services Division | DPOTMH-MPP-MSD-P012 (01) |

| TITLE/DESCRIPTION: | | | |
|---|---|---|---|
| LIST OF "DO NOT USE" MEDICAL ABBREVIATIONS | | | |

| EFFECTIVE DATE: June 30, 2025 | REVISION DUE: June 29, 2028 | REPLACES NUMBER: N/A | NO. OF PAGES: 2 of 5 |
|---|---|---|---|

| APPLIES TO: Pharmacy Department, Nursing Service Division, Medical Director's Office, Medical Records Department, IT | POLICY TYPE:     Multi disciplinary |
|---|---|

**Table 1. List of Do Not Use Abbreviation**

| MNEMONIC | DO NOT USE ABBREVIATIONS | PREFERRED TERMS |
|---|---|---|
| F | **Frequency and Time of Medication** e.g OD, BID, HS | Write in full frequency Once a day, 2x a day, At bedtime |
| L | **Laterality Abbreviation** e.g. AU, AS, AD | Write in full Both ears, Left ear, Right ear |
| U | **Unit** e.g. 10u, 200u | Write "unit" 10 units, 200 units |
| I | **International unit** e.g. 100iu, 2000iu | Write "international unit" 100 international units, 2000 international units |
| D | **D/C for discharge/discontinue** | Write "discharge" or "discontinue" |
| S | **Symbols** e.g. >, <, @, ↑, ↓ | Write in full drug names greater than, less than, at, increase, decrease |
| Dr | **Drug names including chemical names** e.g. MgSO4, MoSO4, EMB, AZT | Write in full drug names Magnesium sulfate, Morphine sulfate, Ethambutol, Zidovudine |
| Ug | **Ug for microgram** e.g. 1 ug, 20 ug, 3 ug | Write "mcg" or "microgram" 1mcg, 20 micrograms, 3 mcg |

# RIVERSIDE MEDICAL CENTER, INC.

| DEPARTMENT: Medical Services Division | POLICY NUMBER: DPOTMH-MPP-MSD-P012 (01) | | |
|---|---|---|---|
| **TITLE/DESCRIPTION:** LIST OF "DO NOT USE" MEDICAL ABBREVIATIONS | | | |
| **EFFECTIVE DATE:** June 30, 2025 | **REVISION DUE:** June 29, 2028 | **REPLACES NUMBER:** N/A | **NO. OF PAGES:** 3 of 5 |
| **APPLIES TO:** Pharmacy Department, Nursing Service Division, Medical Director's Office, Medical Records Department, IT | **POLICY TYPE:** Multi disciplinary | | |

The following are acceptable:

1. Fractions
2. Official chemical names of drugs such as $NaHCO_3$, KCl and NaCl except **MgSO4** and **MoSO4**.

**Table 2: Specific common drug names with acceptable abbreviations**

| ABBREVIATION | GENERIC NAME/CHEMICAL NAME | ABBREVIATION | GENERIC NAME/CHEMICAL NAME |
|---|---|---|---|
| ASA | Acetylsalicylic acid | LPV | Lopinavir with Ritonavir |
| EFV | Efavirenz | NAC | N-Acetylcysteine |
| EPO | Epoetin | NTG | Nitroglycerine |
| G-CSF | Granulocyte Colony Stimulating Factor | NVP | Nevirapine |
| HCTZ | Hydrochlorothiazide | OPV | Oral Polio Vaccine |
| INH | Isoniazid | PPA | Phenylpropanolamine |
| ISDN | Isosorbide Dinitrate | PTU | Propylthiouracil |
| ISMN | Isosobide Mononitrate | PZA | Pyrazinamide |
| LMWH | Low Molecular Weight Heparin | 3TC | Lamivudine |

# RIVERSIDE MEDICAL CENTER, INC.

**METRO PACIFIC HEALTH**
THE HEART OF FILIPINO HEALTHCARE

DR. PABLO O. TORRE
MEMORIAL HOSPITAL

| DEPARTMENT: | POLICY NUMBER: |
|---|---|
| Medical Services Division | DPOTMH-MPP-MSD-P012 (01) |

| TITLE/DESCRIPTION: |
|---|
| LIST OF "DO NOT USE" MEDICAL ABBREVIATIONS |

| EFFECTIVE DATE: | REVISION DUE: | REPLACES NUMBER: | NO. OF PAGES: 4 of 5 |
|---|---|---|---|
| June 30, 2025 | June 29, 2028 | N/A | |

| APPLIES TO: Pharmacy Department, Nursing Service Division, Medical Director's Office, Medical Records Department, IT | POLICY TYPE: Multi disciplinary |
|---|---|

| PROCEDURE (SOP): N/A |
|---|
| WORK INSTRUCTION: N/A |
| WORK FLOW: N/A |
| FORMS: N/A |
| EQUIPMENT: N/A |
| REFERENCES: <br> 1. https://www.ismp.org/sites/default/files/attachments/2017-11/Error%20Prone%20Abbreviations%202015.pdf <br> 2. www.jointcommission.org |

# RIVERSIDE MEDICAL CENTER, INC.

## METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DR. PABLO O. TORRE
MEMORIAL HOSPITAL

| DEPARTMENT: | POLICY NUMBER: |
|---|---|
| Medical Services Division | DPOTMH-MPP-MSD-P012 (01) |

| TITLE/DESCRIPTION: |
|---|
| LIST OF "DO NOT USE" MEDICAL ABBREVIATIONS |

| EFFECTIVE DATE: June 30, 2025 | REVISION DUE: June 29, 2028 | REPLACES NUMBER: N/A | NO. OF PAGES: 5 of 5 |
|---|---|---|---|

| APPLIES TO: Pharmacy Department, Nursing Service Division, Medical Director's Office, Medical Records Department, IT | POLICY TYPE: Multi disciplinary |
|---|---|

| APPROVAL: | | | | |
|---|---|---|---|---|
| | Name/Title | Signature | Date | TQM Stamp |
| Prepared by: | ALDRIAN ABELLAR<br>Accreditation and Documentation Supervisor | | 6-2-25 | |
| Reviewed by: | WENDY D. GOMEZ<br>Accreditation and Documentation Manager | | 6-3-2015 | |
| Approved by: | MIRIAM HOPE D. BRAVO<br>Inpatient Pharmacy Manager | | 6-5-25 | |
| | ROSALIE T. DIOCSON<br>Medical Records Manager | | 6-9-25 | |
| | CLAWY ANNE G. LUMIVES<br>Chief Information Officer | | 6-11-25 | TQD |
| | HANNAH KHAY TREYES<br>Chief Nurse | | 6-13-25 | |
| | ROSARIO D. ABARING<br>Ancillary Services Division Head | | 6-16-25 | |
| | JOSE PEPITO B. MALAPITAN, MD<br>Medical Director | | 6-25-25 | |
| | MA. ANTONIA S. GENSOLI, MD<br>VP-Chief Medical Officer | | 6-26-25 | |
| Final Approved by: | GENESIS GOLDI D. GOLINGAN<br>President and Chief Executive Officer | | 6-30-25 | |