

Listed Below are banned abbreviations as well as some abbreviations that may be banned by JCAHO in the future. Please familiarize yourself with all of these abbreviations.

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**Official “DO NOT USE” List**

<b>Do Note Use</b>	<b>Potential Problem</b>	<b>Use Instead</b>
U (unit)	Mistaken for “0” (zero), The number “4” (four) or “cc”	Write “unit”
IU (international unit)	Mistaken for IV (intravenous) Or the Number “10” (ten)	Write “International Unit”
Q.D., QD, q.d., (daily) Q.O.D., QOD, q.o.d., qod (every other day)	Mistaken for each other Period after the Q mistaken for “I” and the “O” mistaken for “I”	Write “daily” Write “every other day”
Trailing zero (X.0mg)* Lack of leading zero (.Xmg)	Decimal point is missed	Write X mg Write 0.X mg
MS	Can mean morphine sulfate or Magnesium sulfate	Write “morphine sulfate” Write “magnesium sulfate”
M <sub>SO</sub> 4 and MgSO <sub>4</sub>	Confused for one another	

Applies to all orders and all medication-related documentation that is handwritten (including free-text computer entry) or on pre-printed forms.

\*Exception: A trailing zero may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.

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**Additional Abbreviations, Acronyms and Symbols (for possible future inclusion of the Official “Do not use” list)**

<b>Do Note Use</b>	<b>Potential Problem</b>	<b>Use Instead</b>
> (greater than) < (less than)	Misinterpreted as the number “7” (seven) or the letter “L” Confused for one another	Write “greater than” Write “less than”
Abbreviations for drug names	Misinterpreted due to similar Abbreviations for multiple drugs	Write drug names in full
Apothecary units	Unfamiliar to many practitioners Confused with metric units	Use Metric Units
@	Mistaken for the number “2” (two)	Write “at”
cc	Mistaken for U (units) when poorly written	Write “ml” or “milliliters”

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I have reviewed and fully comprehend the above information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

( ) By checking this I confirm that I have reviewed the banned abbreviation list.  
Electronic Signature