

DANGEROUS/UNAPPROVED ABBREVIATIONS

The following dangerous/unapproved abbreviations or dose designations are considered unacceptable for use:

Updated 11/10/03

	Term	Acceptable	Unacceptable	Rationale
1	Microgram	mcg	µg	µg can be mistaken for mg
2	Units	Units	U or u	Could be read as a zero (0) or a four (4)
3	Don't use trailing zero	1 mg	1.0 mg	Misread as 10 times amount intended if decimal point is not seen
	Do use leading zero	0.5 mg	.5 mg	
4	Every day	q day, daily Q 0800, Q 1200, etc.	q.d., Q.D.	Mistaken for each other. The period after the Q can be mistaken for an "I" and the "O" can be mistaken for an "1".
	Every other day	Every other day Q otherD	qod; QOD	
5	Morphine Sulfate	Morphine	MSO4, MS	Could be confused with Magnesium Sulfate
	Magnesium Sulfate	Magnesium Sulfate	MgSO4	Could be confused with Morphine Sulfate
6	International Unit	International Unit Int unit	IU	Mistaken as IV (intravenous) or 10 (ten)
7	cubic centimeter	mL or ml	cc	Mistaken for U (units) when poorly written)
8	SQ, SC	Sub-Q SubQ Subcutaneous	SQ, SC	Mistaken as SL for sublingual, or "5 every"

The list of prohibited abbreviations, acronyms and symbols must be implemented for all handwritten, patient-specific communications, not just orders.

Implementation of the list of prohibited abbreviations, acronyms and symbols for print and electronic media is encouraged.

These requirements do not apply to printed or electronic laboratory reports. They do apply to handwritten laboratory reports.