



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

ABBREVIATIONS

Effective Date: June 10, 2014

Policy #: HI-01

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- I. PURPOSE:** To maintain terminology and abbreviation standards in documentation.
- II. POLICY:** Approved abbreviations and symbols may be used when documenting in patient records and interpreting physician and dental orders. No other abbreviations are to be used in patient records.
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITIES:**
 - A. All professional, clinical, and direct care staff will use only abbreviations and symbols on the approved abbreviation list when documenting in the patient record.
- V. PROCEDURE:**
 - A. Only approved abbreviations and symbols will be used in documentation in patient records.
- VI. REFERENCES:** None.
- VII. COLLABORATED WITH:** Director of Nursing, Medical Director.
- VIII. RESCISSIONS:** #HI-01, *Abbreviations* dated May 16, 2011; #HI-01, *Abbreviations* dated May 21, 2007; #HI-01, *Abbreviations* dated February 2, 2004; #HI-01, *Abbreviations* dated December 18, 2002; #HI-01, *Abbreviations* dated February 14, 2000; HOPP #HI-01-96-R, *Abbreviations* dated February 3, 1994.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. REVIEW AND REISSUE DATE:**
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Health Information.
- XII. ATTACHMENTS:**
 - A. [Approved Abbreviation List](#)
 - B. [DO NOT USE Abbreviation List](#)

_____/____/____
John W. Glueckert Date
Hospital Administrator

_____/____/____
Thomas Gray, MD Date
Medical Director

APPROVED ABBREVIATION LIST

Purpose: Approved abbreviations and symbols for use in documenting in patient records and interpreting orders.

	<u>A</u>		
A	before	approp	appropriate
A	assessment	approx	approximately
AA	Alcoholics Anonymous	appt	appointment
AAOx3	awake, alert, oriented x person, place and time	ARB	angiotensin receptor blocker
		ARDS	acute respiratory distress syndrome
AAOx4	(add situation to AAOx3)	ASA	aspirin
AAA	Abdominal aortic aneurysm	ASAP	as soon as possible
AAD	antibiotic associated diarrhea	ASCVD	arteriosclerotic cardiovascular disease
abd	abdomen		
ABE	adult basic education	ASHD	arteriosclerotic heart disease
ABG	Arterial Blood Gas	AST	aspartate aminotransferase
Abnl	abnormal	AV	arteriovenous
ac	before meals	AVM	arteriovenous malformation
ACE-I	angiotensin converting enzyme inhibitor	AVH	auditory & visual hallucinations
		AWOL	absent without leave
Ach	acetylcholine	ax	axillary
ACL	anterior cruciate ligament	AZT	zidovudine
ACLS	advanced cardiac life support		
act	activities		
ADD	Attention Deficit Disorder		
ADHD	Attention deficit hyperactivity disorder	B, B/L	<u>B</u> bilateral
		b.1980	born 1980
ADL	activities of daily living	BAI	Beck Anxiety Inventory
ad lib	as desired	BBB	bundle branch block
adm	admission	B-blocker	beta-blocker
ADR	adverse drug reaction	BCT	booklet category test
AFB	anterior fascicular block	BDH	Billings Deaconess Hospital
Afib	atrial fibrillation	BDI	Beck Depression Inventory
AFO	ankle foot orthosis	BF	boyfriend
AH	auditory hallucination	BID; bid	twice daily
AIDS	acquired immune deficiency syndrome	BKA	below knee amputation
		BM	bowel movement
AIMS	abnormal involuntary movement scale	BMI	body mass index
		BNT	Boston naming test
aka	also known as	BOV	Board of Visitors
AKA	Above knee amputation	BP	blood pressure
Alb	Albumin	BPH	benign prostatic hypertrophy
Alk Phos	alkaline phosphatase	BPD	Borderline personality disorder
ALT	Alanine aminotransferase	BPAD	Bipolar Affective Disorder
A.M.	morning	BPRS	brief psychiatric rating scale
A.M.A.	against medical advice	BPM	Beats Per Minute
amb	ambulatory	BR	bathroom
amp	ampule	BRP	bathroom privileges
amt	amount	BSO	bilateral salpingo oophorectomy
ANA	antinuclear antibodies	BTL	bilateral tubal ligation
APAP	Acetaminophen	BLS	Basic Life Support
APRN	Advance Practice RN	BUN	blood urea nitrogen
APP	Acute Psychiatric Program	BVMT-R	Brief Visual Memory Test,

APPROVED ABBREVIATION LIST

Bx	Revised biopsy	COPD	chronic obstructive pulmonary disease
BX	Behavioral	COWAT	Controlled Oral Word Fluency Test
BZ	benzodiazepine		
\bar{c}	with	c.p.	campus pass
C	centigrade	CPAP	continuous positive airway pressure
C+S	culture + sensitivity		
CC	chief complaint	CPK	creatine phosphokinase
Ca	calcium	CPR	cardiopulmonary resuscitation
CA, ca	cancer, carcinoma	CRP	c-reactive protein
CABG	coronary artery bypass graft	Cr	creatinine
CAD	coronary artery disease	CSF	cerebrospinal fluid
CAGE	alcohol screening test (Cut-down, annoy, guilt, eye-opener)	C-section	Cesarean section
		C-spine	Cervical spine
CAI	McGarry competency assessment inventory	CTA	clear to auscultation
		CTAB	clear to auscultation bilaterally
cal	calorie	CV	cardiovascular
cath	catheter	CVA	cerebrovascular accident
caps	capsules	CVLT	California Verbal Learning Test
CAT;CT	computerized axial tomography	CVLT-II	California Verbal Learning Test 2 nd Edition
CBC	complete blood count	c/w	consistent with
CBT	cognitive behavior therapy	CXR	chest x-ray
CBZ	carbamazepine	CYP	450cytochrome P450 enzymes
CDC	Centers for Disease Control & Prevention		
cdc	chemical dependency counselor		
CHF	congestive heart failure	D&C	dilation and curettage
chol	cholesterol	D5NS	5% dextrose in normal saline
Cl	chloride	D5 2 NS	5% dextrose in 2 normal saline
CK	creatinine kinase	D5LR	5% dextrose in lactated ringers
Cluster A	paranoid, schizotypal, schizoid personality disorders	D5W	5% dextrose and water
Cluster B	antisocial, borderline, histrionic, narcissistic personality disorders	d.1980	died 1980
Cluster C	avoidant, dependent, obsessive-compulsive personality disorders	D ₁ , D ₂	dopamine receptors (1, 2)
		DA	dopamine
cm	centimeter	DAP	draw-a-person test
CMG	cystometrogram	DAT	dementia, Alzheimer's type
CMHP	certified mental health professional	DBT	dialectical behavior therapy
		D/C; dc; d/c	discontinue
CMS	Centers for Medicare & Medicaid Services	DDAVP	desmopressin
		Dec	Decanoate
c/o	complaining of	Delus	delusions
CMP	comprehensive metabolic panel	DID	dissociative identity disorder
CMV	cytomegalovirus	diff	differential
CN	cranial nerve	DIP	distal interphalangeal
CNS	central nervous system	disch	discharge
CO2	Carbon dioxide	DJD	degenerative joint disease
C.O.	copied orders	DKA	Diabetic Ketoacidosis
CO. Det., COD	court order detention	dl	deciliter
COE	court order evaluation	DM	diabetes mellitus
conc	concentrate	DNR	Do Not Resuscitate
cont	continue	D.O.	doctor of osteopathy
		D/O	disorder
		DOB	date of birth

D

APPROVED ABBREVIATION LIST

H+	hydrogen ions	incont	incontinent
HA	Headache	INF	inferior
halluc	hallucination	info	information
HbcAB	Hepatitis B core antibody	INH	isoniazid
HBsAb	Hepatitis B surface antibody	inpt	inpatient
HBsAg	Hepatitis B surface antigen	INR	international normalized ratio
HCO ₃	bicarbonate	Invol	involuntary commitment, involuntary
Hct	hematocrit	IOL	intraocular lens
HCTZ	hydrochlorothiazide	IOP	intraocular pressure
HD	Huntington's Disease	I & O	input & output
HDL	high density lipoprotein	IQ	intelligence quotient
HEENT	head, eyes, ears, nose & throat	irreg.	irregular
Hep A, B, C	Hepatitis A, B, C	ITU	Intensive Treatment Unit
Hgb	hemoglobin	IUD	intrauterine device
HgbA1C	Hemoglobin A1C	IUP	intrauterine pregnancy
H/H	hemoglobin/hematocrit	IV	intravenous
HI	homicidal ideation	IVF	IV fluids
HIV	human immunodeficiency virus	IVP	intravenous pyelogram
HLA	human leukocyte antigen	IVPB	intravenous piggy-back
HOB	head of bed		
H/O	History of		
HPA	hypothalamic pituitary-adrenal Axis		↓
HPI	history of present illness	JVD	Jugular venous distention
HPF	high powered field	JVP	Jugular venous pulse/pulsation
HPV	human papillomavirus		
HRT	hormone replacement therapy		K
H ₁ H ₂	histamine receptors 1, 2		potassium
H ₂ O	water	K	kilogram
H ₂ O ₂	hydrogen peroxide	Kg	kidney, ureter, bladder
H & P	history & physical	KUB	Keep Vein Open
hr	hour	KVO	
h.s.	hour of sleep		L
ht.	height		liter
HTN	hypertension	L	left
HV	home visit	L; lt	left atrium
Hx	history	LA	Long Acting
	I	LA	learning disability
I	independent	L.D.	left bundle branch block
I&D	incision and drainage	LBBB	laboratory
IBS	irritable bowel syndrome	lab	pound
IBW	ideal body weight	lb.	lactate dehydrogenase
IDDM	insulin-dependent diabetes mellitus	LDH	low density lipoprotein
		LDL	lower extremity
i.e.	that is	LE	liver function test
IIT	inter institutional transfer	LFT	Lithium
IHS	Indian Health Service	Li	Lithium Carbonate
I/J	insight/judgment	LiCo3	liquid
IL	independent living	liq.	left lower lobe
ILS	Independent Living Scale	LLL	left lower quadrant
IM	intramuscular	LLQ	left middle lobe
IMRB	Involuntary Med Review Board	LML	last menstrual period
		LMP	

APPROVED ABBREVIATION LIST

neg	negative	PASAT	paced auditory serial addition task
neuro	neurological		
NG	nasogastric	PAT	paroxysmal atrial tachycardia
NMS	neuroleptic malignant syndrome	path	pathology
no.	number	p/c	phone call
noc; noct	night	p.c. (pc)	after meals
NOS	not otherwise specified	PCN	Penicillin
NPO	nothing by mouth	PCP	phencyclidine
NPR	nurse patient relationship	PD	Personality Disorder
NREM	non-REM	PDD	pervasive developmental disorder
NS	normal saline		
NSAIDS	non-steroidal anti-inflammatory drugs	PDR	Physician's Desk Reference
		P.E.	physical exam, pulmonary embolism
NSR	normal sinus rhythm		
NWB	non-weight bearing	PEG	percutaneous endoscopic gastrostomy
	<u>O</u>	per	by; through
O	objective(s)	PERRL	pupils equal, round, reactive to light
O ₂	oxygen		
O ₂ sat	oxygen saturation	PERRLA	pupils equal, round, reactive to light & accommodation
OA	osteoarthritis		
occ	occasionally	PET	positron emission tomography
OCD	obsessive compulsive disorder	PFT	pulmonary function test
OD	Overdose	phos	phosphorous
oint	ointment	PI	paranoid ideation
OM	Otitis media	PID	pelvic inflammatory disease
OOB	out of bed	pkg	package
O & P	ova & parasites	PKU	phenylketonuria
OPHTH	ophthalmology	Plt	platelets
ORIF	open reduction internal fixation	PM	afternoon
ortho	orthopedic	PMH	past medical history
O.T.	occupational therapy	PND	paroxysmal nocturnal dyspnea
OTC	over the counter	P.O.	phone order
Outpt	out-patient	po	by mouth
OW	otherwise	PO4	phosphate
Ox	oriented times	pos	positive
oz.	ounce	post-op	after operation
		PPD	purified protein, derivative; screening for tuberculosis
	<u>P</u>		
\bar{p}	after	PPE	personal protective equipment
P	pulse, plan	PPT	person, place, time
P-450	cytochrome enzyme P-450	PPV	pre-placement visit
PAC	premature atrial contraction	PR	Per Rectum
PACT	Programs of Assertive Community Treatment	pre-op	before operation
		prep	preparation
PAI	personality assessment inventory	PRN; prn	as necessary; as needed
		PROM	passive range of motion
PANDAS	pediatric autoimmune neuropsychiatric disorder	PRU	Psychosocial Rehabilitation Unit
		PSA	prostatic specific antigen
PAP, Pap	Papanicolaou Smear	PSE	Pre-Sentence Evaluation
para	indicating a woman of so many living children	PTC	Pathways Treatment Center
		PTSD	post traumatic stress disorder
		pt.	patient
		P.T.	physical therapist, psych tech,

DO NOT USE ABBREVIATION LIST

Do Not Use	Use Instead	<i>Potential Problem</i>
U, u (unit)	Write "unit"	Mistaken for "0" (zero), the number "4" (four) or "cc"
IU (International Unit)	Write "International Unit"	Mistaken for IV (intravenous) or the number 10 (ten)
Q.D., QD, q.d., qd (daily)	Write "daily"	Mistaken for each other
Q.O.D., QOD, q.o.d, qod (every other day)	Write "every other day"	Period after the Q mistaken for "I" and the "O" mistaken for "I"
Trailing zero (X.0 mg)	Write X mg	Decimal point is missed
Lack of leading zero (.X mg)	Write 0.X mg	Decimal point is missed
MS (morphine sulfate)	Write "morphine sulfate"	Can mean morphine sulfate or magnesium sulfate or multiple sclerosis
M _{SO} 4 and Mg _{SO} 4	Write "magnesium sulfate"	Confused for one another