



Prohibited Abbreviations

The following abbreviations and symbols are highly error-prone and must **NOT** be used.

Any orders containing these abbreviations will not be processed until clarified with the order writer and re-written.

ABBREVIATION EXAMPLE:	MEANING:	ERROR- PRONE BECAUSE:	RECOMMENDATION:
Leading Decimals (example: .2)	2/10	Misread as 2 if decimal is missed	ALWAYS use leading zeros
Trailing Zeros (example: 2.0)	2	Misread as 20 if decimal is missed	NEVER use trailing zeros
μ or μg	Micrograms	Mistaken for mg	Write 'micrograms' or 'mcg'
MSO_4	Mag Sulfate or Morphine	Mistaken for each other	Write Mag Sulfate and Morphine
u	Units	Mistaken for 4, 6, 0, or cc	Write 'units'



Abbreviations to Avoid

Use of the following abbreviations and symbols are discouraged.

Letters with recommendations for safe order writing may be issued to caregivers who use these abbreviations.

ABBREVIATION EXAMPLES:	MEANING:	ERROR-PRONE BECAUSE:	RECOMMENDATION:
°	Degree sign used for hrs	Mistaken for 0	Write 'hr' or 'hrs'
a	before	Mistaken for 'after'	Write 'before'
AD	Right ear	Mistaken for OD (right eye)	Write 'right ear'
AS	Left ear	Mistaken for OS (left eye)	Write 'left ear'
AU	Both ears	Mistaken for OU (both eyes)	Write 'both ears'
biw	Twice a week	Mistaken for bid	Write 'twice weekly'
cc	Cubic centimeters	Mistaken for 4, 6, 0, u	Write 'ml'
Inderal40mg	Inderal 40 mg	Misread as 140	Always use space between drug name, dose and unit of measure
IU	International units	Misread as IV	Write 'units'
OD	Right eye	Mistaken for AD (right ear)	Write 'right eye'
OS	Left eye	Mistaken for AS (left ear)	Write 'left eye'
OU	Both eyes	Mistaken for AU (both ears)	Write 'both eyes'
qd	Daily	Mistaken for qid or qod	Write 'qday' or 'daily'
qod	Every other day	Mistaken for qid or qd	Write 'q other day'
sc	Subcutaneous	Misread as SL (sublingual)	Write 'subcut' or 'subcutaneous'
ss	Sliding scale insulin	Mistaken for 55	Write 'sliding scale'
Sub q	Subcutaneous	Misread as 'every'	Write 'subcut' or 'subcutaneous'
x3d	For three days	Mistaken for three doses	Write 'days'