

(was Administrative Policy 3-01-060)

Chapter: **CLINICAL PRACTICE**
Title: **ABBREVIATIONS, ACRONYMS AND SYMBOLS FOR RECORD USE**

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Approved by: _____
Executive Director  Date 06/01/11

I. Abstract

This policy provides a uniform and limited number of universally recognized abbreviations, acronyms and symbols, which may be used in writing any materials which will appear in a Macomb County Community Mental Health (MCCMH) clinical service record. This policy also provides a list of abbreviations, acronyms and symbols that are not to be used in any MCCMH clinical service record.

II. Application

This policy shall apply to all directly-operated and contract network providers of the MCCMH Board.

III. Policy

It is the policy of the MCCMH Board that all abbreviations, acronyms, and symbols used in MCCMH clinical service records shall conform to the standards outlined in this policy.

IV. Definitions

A. Clinical Record

A confidential file of information maintained for each consumer of MCCMH services/treatment. The record shall contain, at minimum, information pertinent to the services/treatment provided to the consumer, financial information, informed consent documents, statistical information pertinent to the legal status of the consumer

(demographics, etc.), information required by the Michigan Mental Health Code or other provision of law, and information required by MCCMH MCO policies.

V. Standards

- A. Only MCCMH approved abbreviations, acronyms and symbols (Exhibit A) are to be used in documentation generated by MCCMH network providers for inclusion in clinical records of MCCMH consumers.
- B. Each abbreviation, acronym and symbol may be used only to signify the meaning indicated for it in this policy.
- C. Standard recognized abbreviations for time, days of the week, months of the year; measurements of weight, length, amount and chemical symbols may be used.
- D. Unauthorized abbreviations may be used only after the complete work or phrase is used at least once in the text followed by the abbreviation in parentheses. The abbreviation may be used throughout the text for that document only. If the abbreviation is used in another document, the procedures previously described must be followed [e.g. single white male (SWM)].
- E. Abbreviations, acronyms and symbols that are included in the "DO NOT USE" chart (Exhibit B) are not acceptable and may not be used in any written material in the clinical record.
- F. In the event that a physician's order contains an unauthorized abbreviation, acronym or symbol, nurses and pharmacists and others reading the order must exercise discretion to determine if the order is rendered unclear and, in such cases, must contact the ordering physician for clarification.
- G. For documents which are most frequently released to non-network providers (e.g. intakes, psychosocial assessments, closing summaries, etc.) abbreviations which are idiosyncratic to MCCMH must be spelled out, particularly the names of provider agencies. Consideration must be given to ensuring that the document is understandable to non-network readers.
- H. The use of any abbreviation, acronym, or symbol is discouraged in instructions, prescriptions, handouts or any other written materials provided to consumers and their families.

VI. Procedures

- A. None.

VII. References / Legal Authority

- A. Joint Commission on Accreditation of Healthcare Organizations (JCAHO), *FAQs for the 2006 National Patient Safety Goals* (Updated 12/08)
- B. Stedman's Abbreviation, Acronyms & Symbols, CD-Rom (3Rev Ed)

VIII. Exhibits

- A. Abbreviations, Acronyms, and Symbols for Charting
- B. Do Not Use List

Macomb County Community Mental Health Abbreviations, Acronyms, and Symbols for Charting

The following abbreviations, acronyms and symbols may be used in any written material which is to be included in a MCCMH clinical record:

A. General Terms

Abbreviation / Acronym	Translation
a	Before
A.A.	Alcoholics Anonymous
AA	Associate in Arts
A&B	Assault and battery
ABE	Adult Basic Education
a.c.	Before meals
A.C.S.W.	Academy of Certified Social Workers
a.d.	Right ear
A.D.A.	American Dietetic Association
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
A.D.L.S.	Activity of daily living skills
Ad lib	As much as needed (as desired)
Adm.	Admission/Admitted
AEB	As evidenced by
AFC	Adult Foster Care
AIDS	Acquired Immune Deficiency Syndrome
AIMS	Abnormal Involuntary Movement Scale
a.k.a.	Also known as
A.M.A.	Against medical advice
a.m.	Before noon
amp.	Ampule
amt	Amount
ante	Before
apt	Apartment
appt	Appointment
AROM	Active range of motion
a.s.	Left ear
as tol	As tolerated
ATO	Alternative Treatment Order
AWOL	Absent without leave
B.A.	Bachelor of Arts
B	Bilaterally
b/c	Because
b.i.d.	Twice daily
B.M.	Bowel movement
B/P	Blood pressure
B.S.	Bachelor of Science
BSN	Bachelor of Science – Nursing

Abbreviation / Acronym	Translation
BTP	Behavior Treatment Plan
BTPRC	Behavior Treatment Plan Review Committee
c	With
CA	Cancer
cal	Calorie
cap	Capsule
CBC	Complete blood count
CC	Chief complaint
CCISC	Continuous Comprehensive Integrated Systems of Care
CCW	Carrying concealed weapon
CII	Community Inclusion and Integration
CHI	Closed head injury
chol	Cholesterol
cl	Client
CLF	Community Living Facility
CLS	Community Living Supports
cl. psych.	Clinical psychology, clinical psychologist
cmi	Chronically mentally ill
cms	Client services manager, client services management
CNS	Central nervous system
C/O	Complains of or complaints offered
cons.	Consultation
cont.	Continue, continued, continuing
COPD	Chronic Obstructive Pulmonary Disease
CP	Cerebral Palsy
CVA	Cerebral vascular accident
dc	discontinue
D/C	Discharge
DD	Developmentally disabled
Detox.	Detoxification
DO	Doctor of Osteopathy
DOA	Dead on arrival
DOB	Date of birth
Dr.	Doctor
DSM-IV	Diagnostic and Statistical Manual of Mental Disorders – 4 th Ed.
DTs	Delirium tremens
DWI	Driving while intoxicated
DUI	Driving under the influence
Dx	Diagnosis
EBP	Evidence Based Practice
ECT	Electroconvulsive therapy
EEG	Electroencephalogram
e.g.	For example
EI	Emotionally impaired
EKG	Electrocardiogram
EMG	Electromyogram
EMI	Educable Mentally Impaired

Abbreviation / Acronym	Translation
ENT	Ear, Nose and Throat
EPS	Extra Pyramidal Symptoms
ER	Emergency room
Etc.	And others (et. Cetera)
ETOH	Ethanol/alcohol
ETS	Emergency Telephone Service
Eval.	Evaluate
Exam	Examination
FBS	Fasting blood sugar
FSIQ	Full Scale Intelligence Quotient
Fam.	Family
FI	Fiscal Intermediary
F/U	Follow up
Fx	fracture
GAF	Global Assessment of Functioning Scale
G.E.D.	General Equivalency Diploma
G.I.	Gastrointestinal
Gyn	Gynecology, gynecological
Hct.	Hematocrit
Hgb.	Hemoglobin
HI	Homicidal ideations
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human immunodeficiency virus
Hosp.	Hospital, hospitalized, hospitalization
Hrs.	Hours
h. s.	Hour of sleep (bedtime)
Ht.	height
HTN	Hypertension
Hx	History
i.e.	For example
IEP	Individual Educational Plan
IEPC	Individual Educational Planning Committee
IF	Independent Facilitation
IM	intramuscular
Imp.	Impression
Inj	Injection
IPOS	Individual Plan of Service
IQ	Intelligence quotient
IUD	Intrauterine Device
IV	Intravenous
L	Left
Lab	Laboratory
LBSW	Licensed Bachelor of Social Work
LD	Learning disability
Li ₂ CO ₃	Lithium carbonate
LLP	Limited Licensed Psychologist
LLPC	Limited Licensed Professional Counselor
LP	Licensed Psychologist

Abbreviation / Acronym	Translation
LMP	Last menstrual period
LMSW	Licensed Master of Social Work
LOA	Leave of absence
LOC	Level of Care
LOF	Level of functioning
LOS	Length of stay
LPN	Licensed Practical Nurse
M.A	Master of Arts
MAOI	Monoamine Oxidase Inhibitor
MD	Medical Doctor
Med.(s.)	medication
Mg.	milligram
MI	Mentally ill, mental illness
Min.	Minute
ml.	Milliliter
mm.	Millimeter
MR	Mentally retarded, mental retardation
Mo.	Month
M.S.	Master of Science
M.S.E.d	Master of Science - Education
MSE	Mental status evaluation
N.A.	Narcotics Anonymous
N/A	Not applicable
Neuro	Neurological
Nka	No known allergies
NGPD	No grandiose or persecutory delusions
NPO	Nothing by mouth
OB	Obstetrics, obstetrical
OD	Overdose
o.d.	Right eye
o.s.	Left eye
O.I	Both eyes
OT	Occupational Therapy
OTC	Over the counter
Oz.	Ounce
P	After
p.c.	After meals
PE	Physical examination
PEARL	Pupils equal and reactive to light
Per	Through
Ph.D.	Doctor of Philosophy
PHI	Protected Health Information
PIQ	Performance Intelligence Quotient
p.m.	After noon
P.M.H.	Past medical history
p.o.	Orally/by mouth
PRC	Placement Review Committee
Prn	Whenever necessary (as needed)

Abbreviation / Acronym	Translation
PSS	Peer Support Specialist
Psych	Psychiatry, Psychiatrist, psychiatric
P.T.	Physical Therapy
Pt	Patient
PTSD	Post traumatic stress disorder
Prog.	Prognosis
q	Every
qAM	Every morning
qh	Every hour
qhs	Every night
QI	Quality Improvement
q.i.d.	Four times daily
Q.R.	Quiet room
R	Right
Re	Regarding, with regard to (about)
Rec.	Recommendation, recommend
Ref.	Ref, referral
Rehab.	Rehabilitation
RN	Registered Nurse
Ret'd	Returned
RSST	Registered Social Service Technician
R/O	Rule out
ROM	Range of motion
R.T.	Recreational Therapy
RTC	Return to clinic
Rx	Prescription, prescribe
s	Without
SA	Substance Abuse
S/E	Side effects
SED	Severe Emotional Disturbance (Children and Adolescents)
SEI	Severely Emotionally Impaired
SI/HI	Suicidal Ideation/Homicidal Ideation
SI	Suicidal Ideation
SMI	Seriously Mentally Ill
SOB	Shortness of breath
SPMI	Severely and Persistently Mentally Ill
SSD	Social Security Disability
SSI	Supplemental Security Income
Stat	Immediately
STD	Sexually Transmitted Disease
STEP	Services To Enhance Potential
SUD	Substance Use Disorder
sx	Symptoms
Tab.	Tablet
t.b.a.	To be arranged
T.B.D.	To be determined
TD	Tardive Dyskinesia

Abbreviation / Acronym	Translation
TDD	Telecommunication device for the deaf
TI	Telephone inquiry
t.i.d.	Three times daily
TLC	Tender loving care
T.O.	Telephone Order
TPR	Temperature, pulse, respiration
tx	Treatment, therapy
UA	Urinalysis
unk.	Unknown
ULA	Unauthorized leave of absence
V.D.	Venereal Disease
VIQ	Verbal Intelligence Quotient
v.o.	Verbal order
v.s.	Vital signs
W/B	Weight bearing
WBC	White blood cell count
W/C	Wheelchair
W/D	Withdrawal
WFL	Within functional limits
w/i	Within
WNL	Within normal limits
w/o	Without
W/S	Workshop
Wt.	Weight
X	Times
y/o	Year old
yr.	Year

B. Standardized Medication Administration Schedule

Abbreviation	Time
Once daily	8:30 AM
qhs / Pediatrics	0830PM
qhs / Adults	0930PM
q4 hrs	1230AM-0430AM-0830AM-1230PM-0430PM-0830PM
q6 hrs	1230AM-0630AM-1230PM-0630PM
q8 hrs	1230AM-0830AM-0430PM
BID/ q12 hrs	0830AM-0830PM
BID (ac)	0730AM-0530PM Before Meals
BID (pc)	0830AM-0630PM After Meals
BID w/ meals	0800AM-0600PM
TID	0830AM-1230PM-0430PM
TID (ac)	0730AM-1130AM-0530PM Before Meals
TID (pc)	0830AM-1230PM-0630PM After Meals
TID w/ meals	0800AM-1200Noon-0600PM
TID Respiratory Care	0800AM-1400PM-0800PM
QID	0830AM-1230PM-0430PM-0830PM

C. Symbols

Symbol	Translation
#	number
I	One
II	Two
III	Three
♀	Female
♂	Male
Δ	Change
↑	Increase
↓	Decrease
→	Leading to
-	Negative
+	Positive
1:1	One to one
2°	Secondary to

D. Psychological Tests

Abbreviation / Acronym	Translation
ACL	Adjective Check List
BG	Bender Gestalt
BPRS	Brief Psychiatric Rating Scale
CAFAS	Child and Adolescent Function Assessment Scale
CAT	Children's Apperception Test
CPI	California Psychological Inventory
CRS-P/T	Connor Rating Score – Parent / Teacher
DAP	Draw a Person
HTP	House Tree Person
IQ	Intelligence Quotient
JAS	Jenkins Activity Survey
KFD	Kinetic Family Drawing
MBTI	Myers-Briggs Type Indicator
MMPI-R	Minnesota Multiphasic Personality Inventory-Revised
PIAT	Peabody Individual Achievement Test
PIC	Personality Inventory for Children
Psych. Eval.	Psychiatric evaluation
P.E.	Psychiatric evaluation
ROR	Rorschach
SDMT	Symbol Digit Modalities Test
16PF	Sixteen Personality Factor Questionnaire
SS	Standard Score, Scale Score
TAT	Thematic Apperception Test
WAIS-R	Wechsler Adult Intelligence Scale – Revised
WISC-R	Wechsler Intelligence Scale for Children – Revised
WPPSI	Wechsler Preschool and Primary Scale of Intelligence
WRAT-R	Wide Range Achievement Test – Revised

E. Provider / Program / Department Names

Abbreviation / Acronym	Translation
ACT	Assertive Community Treatment
ALS	Adult Learning Systems
AOT	Assisted Outpatient Treatment
APS	Adult Protective Services
ARC, Inc.	ARC Services of Macomb, Inc.
BTPRC	Behavior Treatment Plan Review Committee
CCMS	Community Case Management Services
CMH	Community Mental Health
CPS	Children's Protective Services
DCH	Michigan Department of Community Health
DHS	Michigan Department of Human Services
DOC	Michigan Department of Corrections
EPS	Emergency Psychiatric Services
First N	First Resources and Treatment – North
First SE	First Resources and Treatment – Southeast
First SW	First Resources and Treatment – Southwest
HFM-East	Henry Ford Macomb – East
HMO	Health Maintenance Organization
ICSP	Intensive Crisis Stabilization Program
ISD	Intermediate School District
IMH	Infant Mental Health
ITP	Infant-Toddler Project
IOP	Intensive Outpatient Program
KH	Kalamazoo Hospital
MCCC	Macomb County Crisis Center
MCCMH	Macomb County Community Mental Health
MCOSA	Macomb County Office of Substance Abuse
MO	Medication Only Program
MOC	Mobile Outreach Clinic
MORC, Inc.	Macomb-Oakland Regional Center, Inc.
MDCH	Michigan Department of Community Health
MRS	Michigan Rehabilitation Services
ORR	Office of Recipient Rights (Macomb County)
PIHP	Prepaid Inpatient Health Plan
PHP	Partial Hospital Program
QHP	Qualified Health Plan
SEA	Single Entry Assessment
SEP	Supportive Employment Program
SRI	Social Resources, Inc.
SSA	Social Security Administration
VA	Veterans' Administration
WRPH	Walter Reuther Psychiatric Hospital

Do Not Use List*

The following abbreviations, acronyms and symbols **MAY NOT** be used in any written material which is to be included in a MCCMH clinical record:

Abbreviation / Acronym / Symbol	Potential Problem	Use Instead
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., qd (daily)	Mistaken for each other	Write "daily"
Q.O.D., QOD, q.o.d, qod (every other day)	Period after the Q mistaken for "I" and the "O" mistaken for "I"	Write "every other day"
Trailing zero (X.0 mg)**	Decimal point is missed	Write X mg
Lack of leading zero (.X mg)		Write 0.X mg
MS	Can mean morphine sulfate or magnesium sulfate	Write "morphine sulfate"
M _{SO4} and MgSO ₄	Confused for one another	Write "magnesium sulfate"
> (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 "ml" or "milliliters" ("mL" is preferred)
µg	Mistaken for mg (milligrams) resulting in one thousand-fold overdose	Write "mcg" or "micrograms"

*Taken from the JCAHO Official "Do Not Use List" (Updated 3/5/09)

**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.