

UNAPPROVED ABBREVIATIONS – *DO NOT USE IN MEDICAL RECORD*

<i>Do Not Use</i>	<i>Use/Write</i>	<i>Intended Meaning</i>	<i>Common Error</i>
U	“Units”	Units	The abbreviation “U” is often mistaken as a zero or a four and has created serious overdose situations. It has also been mistaken for cc (cubic centimeters)
IU	“international units”	International units	Mistaken for IV (intravenous) or 10 (ten)
ug	“mcg”	Microgram	Is often mistaken for milligram resulting in a ten-fold overdose.
CC	ml	Cubic Centimeter	Mistaken for a U
Amp	Write the volume	One Amp	How large is an amp or vial 1, 2, 5, 50 ml?
QD	“daily” or “every morning” or “daily at bed time”, Q daily, Q day.	Daily	It will be difficult to break the habit of using this abbreviation. Unfortunately this abbreviation has one of the highest incidents of errors associated with abbreviations. It is often misread as QID, which is four times per day. This is due to two main reasons. First the period after the Q often gets elongated and looks like an “i.” Second there are often stray marks on the paper that also seem to sneak into the space after the Q.
QOD	“Every other day”	Every other day	Is often confused as QD as the “O” if poorly written looks like a period.
Do not use trailing zeros Example: 5.0 mg (incorrect)	Example: 5 mg (correct)		The decimal point is often missed when an order is written with a zero after the decimal point. This results in a significant dosing error. It is a common error at All Saints.
Fail to precede a decimal point with a zero (0) Example .5 mg (incorrect)	Example 0.5 mg (correct)		As above, the decimal point is often missed and as a result a significant overdose results.
AU, AD, AS, OD, OS, OU	Write out the organ and side Example: R.Ear, L.Eye		People don’t work with these abbreviations enough to be able to safely use them.
MS MSO₄ MgSO₄	Morphine sulfate, magnesium sulfate		Can be confused for one another.