

# SURVEY SPARKS

## JOINT COMMISSION READINESS TIPS

### Do Not Use Abbreviation List

Medically Related Abbreviations – DO NOT USE IN MEDICAL RECORD			
This prohibited list applies to all orders and all medication-related documentation that is handwritten (including free-text computer entry) or on pre-printed forms.			
Do Not Use	Intended Meaning	Potential Problem	Use Instead
U or u	Units	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, MSO4, MgSO4	Morphine Sulfate Magnesium Sulfate	Confused for one another	Write "Morphine Sulfate" or "Magnesium Sulfate"

The Joint Commission prohibits the use of these often misinterpreted abbreviations that are known to cause errors. To keep our patients safe from medication errors staff must be knowledgeable of this list.

This list can be found on the The Joint Commission (TJC) website at [www.jointcommission.org](http://www.jointcommission.org)

