



*Ambulatory Clinic Policy and Procedure*

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| Title: <b>MEDICAL RECORD ABBREVIATIONS</b> | Policy Number: <b>EP 5.7</b>  |
| Regulation Joint Commission<br>Reference:  | Effective Date: <b>6/2019</b> |

**Policy Statement:**

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to promote clear communication in the interest of patient safety.

**Scope and Distribution:**

This policy applies and will be distributed to all Texas Tech Physicians of El Paso clinics.

**Procedure:**

In order to promote optimal communication, the use of abbreviations is highly discouraged. High risk or “Do Not Use” abbreviations that should not be used are defined in 5.5A, Do Not Use Abbreviations, which will be updated as needed to reflect changes as they occur.

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| Policy Number: <b>EP 5.7</b>  | Original Approval Date: <b>5/2013</b> |
| Version Number: <b>2</b>  | Effective Date: <b>6/2019</b>         |
| Signatory approval on file by:<br>Juan Figueroa, M.D.<br>Clinic Operations Committee Chair<br>Director of Clinical Operations<br>Texas Tech University Health Sciences Center El Paso |                                       |