



- Ambulatory Clinic Policy and Procedure

Texas Tech Physicians of El Paso
DO NOT USE ABBREVIATION LIST

Abbreviation	Incorrect Example	Correct Example
1) U (unit) <i>Do not use "U" for unit as it can be mistaken for a "0"</i>	Insulin 5 u	Insulin 5 units
2) IU (international unit) <i>Do not use "IU" for international unit as it can be mistaken for "IV" or "10"</i>	vitamin E 400 IU	vitamin E 400
3) Q.D. (everyday) <i>Do not use "qd" for everyday as it can be mistaken for "qid" or "qod"</i>	qd	daily
4) Q.O.D. <i>Do not use "qod" for every other day as it can be mistaken for "qid"</i>	qod	every other day
5) Trailing Zeros <i>Do not use a trailing zero after the decimal point as the decimal point may be missed</i>	warfarin 1.0 mg	warfarin 1 mg
6) Leading Zeros <i>Use a leading zero before the decimal point as the decimal point may be missed</i>	hydromorphone .5 mg	hydromorphone 0.5 mg
7) MS <i>Do not use "MS" for morphine sulfate as it can be mistaken for magnesium sulfate</i>	MS 1 mg	morphine 1 mg
8) MSO ₄ <i>Do not use "MSO₄" for magnesium sulfate as it can be mistaken for morphine sulfate</i>	MSO ₄ 1 mg	magnesium sulfate 1 mg
9) MgSO ₄ <i>Do not use "MgSO₄" for magnesium sulfate as it can be mistaken for morphine sulfate</i>	MgSO ₄ 2 g	magnesium sulfate 2 g

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 medications orders or other medication-related documentation.