

TO: Employees of Indianapolis Area Hospitals

FROM: CEO's and CMO's of Indianapolis Area Hospitals

DATE: 1 August 2004

RE: Unapproved Abbreviations

The Indianapolis Coalition for Patient Safety in Hospitals was formed earlier this year with the mission of making the greater Indianapolis area a safer community in which to receive healthcare in the hospital setting. The membership includes, Clarian Health Partners, Community Health Network, St. Francis Hospital and Health Centers, St. Vincent Health and Wishard Health Services.

One of our first initiatives is to respond to the JCAHO/HFAP directive requiring that we have a list of abbreviations that must be excluded in the medical record. We have chosen to unite on this effort as a first step towards making Indianapolis a safer place to receive healthcare. As such, we will be implementing a city wide "Do Not Use Abbreviations" policy throughout Indianapolis. The rollout has already begun in all of our institutions, but we will need the support of the members of our medical staff to achieve successful implementation of this policy. The list is attached on page two for your information.

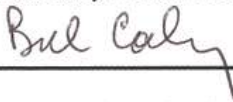
If you have any questions regarding the list or our decision to unify on this matter, please contact any of the pharmacy directors from any of the healthcare systems. We look forward to your support of this policy uniformly throughout the greater Indianapolis area.

Sincerely,

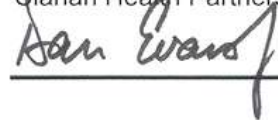
Bob Brody  
St. Francis Hospital and Health  
Centers



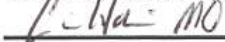
Bill Corley  
Community Health Network



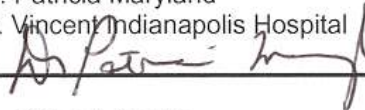
Dan Evans  
Clarian Health Partners



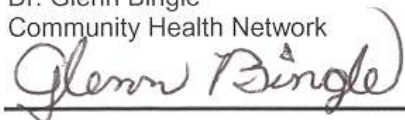
Dr. Lisa Harris  
Wishard Health Services



Dr. Patricia Maryland  
St. Vincent Indianapolis Hospital



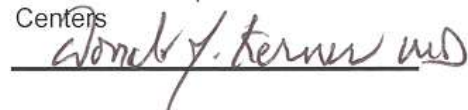
Dr. Glenn Bingle  
Community Health Network



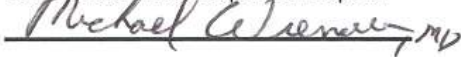
Dr. Richard Graffis  
Clarian Health Partners



Dr. Donald Kerner  
St. Francis Hospital and Health  
Centers



Dr. Michael Wiemann  
St. Vincent Indianapolis Hospital



PROHIBITED ABBREVIATION	CORRECT TERM	MISINTERPRETATION
* U	unit	Mistaken as zero, four or cc.
* IU	International Unit	Mistaken as IV or 10
* Q.D. (QD, qd, q.d.) Q.O.D (QOD, qod, q.o.d.)	daily every other day	Mistaken for each other. The period after the Q can be mistaken for an "I" and the "O" can be mistaken for "I".
* Trailing zero (X.0 mg)	Never write a zero by itself after a decimal point (X mg)	Decimal point is missed
* Lack of leading zero (.X mg)	Always use a zero before a decimal point (O.Xmg)	Decimal point is missed
* MS, MSO4, MgSO4	morphine or magnesium	Confused for one another. Can mean morphine or magnesium sulfate.
ug	mcg	Mistaken for mg (milligram), resulting in one thousand fold overdose
c.c.	ml for milliliters	Mistaken as U (units) when poorly written
AS, AD, AU OS, OD, OU	Left ear, right ear, both ears Left eye, right eye, both eyes	Mistaken for each other (AS for OS, AD for OD, etc)
Ambivalent duration (such as bid x 10d)	"doses" or "days"	Unclear if (d) means doses or days.

\* = mandated by JCAHO