

UConn HEALTH

CLINICAL POLICY

Approved and Non-Approved Abbreviations and Charting Terms

A. EFFECTIVE DATE:

January 18, 2023

B. PURPOSE:

To provide guidelines for the use of abbreviations in patient medical records. In addition, the purpose of this policy is:

- To avoid the use of abbreviations which may compromise patient safety
- To provide a list of unacceptable and potentially dangerous abbreviations and dose expressions
- To outline the steps to be taken when an unsafe abbreviation or dose expression is encountered

C. POLICY:

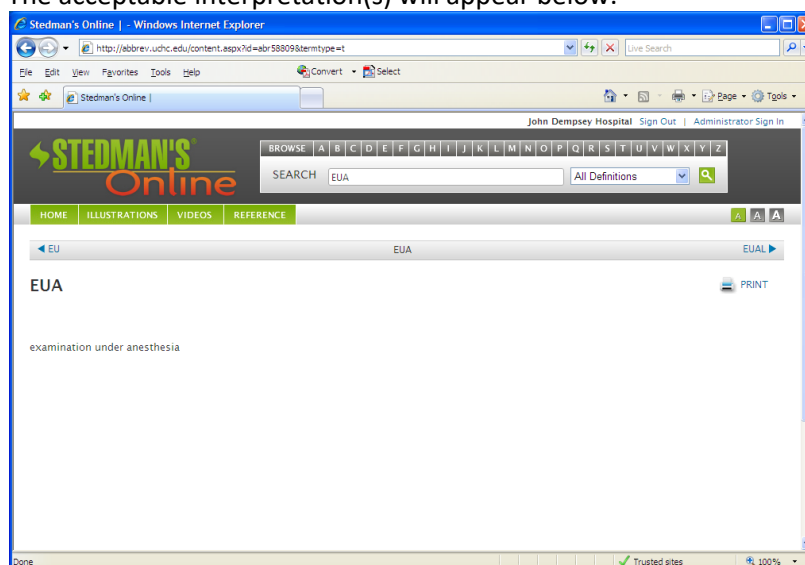
In order to reduce error and foster clarity of written communication, only approved abbreviations and symbols shall be used when making entries in the medical record.

The Health Information Management Committee provides final approval and oversight for all decisions that surround abbreviation usage.

1. Abbreviations are used to lighten the burden of record documentation, however, the use of abbreviations may be easily misinterpreted if the abbreviation is not written in context, or if the abbreviation is not understandable to others who utilize the documentation.

The current edition of “Stedman’s On-Line Abbreviation Reference” has been selected as the approved, official abbreviation list and formal reference for approved abbreviations. It is available via <http://stedmansonline.com/lww>.

To utilize this reference to validate abbreviations approved for use, users may type in the intended abbreviation and press enter. The acceptable interpretation(s) will appear below.



D. SCOPE:

This policy applies to all UConn Health Clinical sites.

E. DEFINITIONS:

None

F. MATERIAL(S) NEEDED:

None

G. PROCEDURE:

None

H. ATTACHMENTS:

[Attachment A: Approved Abbreviation List](#)

[Attachment B: Unapproved Abbreviation List](#)

I. REFERENCES:

None

J. SEARCH WORDS:

None

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS:

On file

M. COMMITTEE APPROVALS:

Clinical Policy Committee approved 1/17/2023

N. FINAL APPROVAL:

1. Bruce Liang, MD (Signed) 1/18/2023
Bruce Liang, MD Date
Interim Chief Executive Officer & EVP for Health Affairs
Dean, School of Medicine

2. Anne Horbatuck (Signed) 1/18/2023
Anne D. Horbatuck, RN, BSN, MBA Date
Clinical Policy Committee Co-Chair

3. Scott Allen, MD (Signed) 1/17/2023
Scott Allen, MD Date
Clinical Policy Committee Co-Chair

4. Caryl Ryan (Signed) 1/17/2023
Caryl Ryan, MS, BSN, RN Date
Chief Operating Officer, JDH
VP Quality and Patient Services & Chief Nursing Officer

O. REVISION HISTORY:

Date Issued: 1/75

Date Revised: 1/86, 11/88, 9/91, 11/91, 10/94, 7/03, 2/08, 6/09, 12/11, 10/12, 3/16, 2/19, 1/23

Date Reviewed: 10/97, 2/00, 7/01, 10/15