

## Do Not Use Abbreviations

Abbreviation	Potential Problem	Preferred Term
<b>U</b> (for unit)	Mistaken as zero, four or cc.	Write "unit"
<b>IU</b> (for international unit)	Mistaken as IV (intravenous) or 10 (ten).	Write "international unit"
<b>Q.D., Q.O.D., O.D.</b>	Mistaken for each other. The period after the Q can be mistaken for an "I" and the "O" can be mistaken for "I".	Write "daily" and "every other day"
<b>Trailing zero</b> (X.0 mg), <b>Lack of leading zero</b> (.X mg)	Decimal point is missed. Many serious errors are due to this problem.	Never write a zero by itself after a decimal point (X mg), and always use a zero before a decimal point (0.X mg)
<b>MS, MgSO<sub>4</sub>, MSO<sub>4</sub></b> ,	Confused for one another. Can mean morphine sulfate or magnesium sulfate.	Write "morphine sulfate" or "magnesium sulfate"
<b>&amp;</b> (ampersand)	Mistaken for "8" or other number.	Use "and"
<b>HS</b> meaning "half strength"	Mistaken for QHS (bedtime)	Use HS only for bedtime dose of medication
<b>µg</b> (micrograms)	Mistaken for milligrams.	Write out "micrograms" in the rare instances when this is needed.

**Do not use any of these abbreviations in any written chart documentation, including orders, progress notes, nursing notes, etc.**