MONTANA STATE HOSPITAL
POLICY AND PROCEDURE

ABBREVIATIONS

Effective Date: June 10, 2014
Policy: HI-01

I. PURPOSE: To maintain terminology and abbreviation standards in documentation.

II. POLICY: Approved abbreviations and symbols may be used when documenting in patient records and interpreting physician and dental orders. No other abbreviations are to be used in patient records.

III. DEFINITIONS: None.

IV. RESPONSIBILITIES:
A. All professional, clinical, and direct care staff will use only abbreviations and symbols on the approved abbreviation list when documenting in the patient record.

V. PROCEDURE:
A. Only approved abbreviations and symbols will be used in documentation in patient records.

VI. REFERENCES: None.

VII. COLLABORATED WITH: Director of Nursing, Medical Director.

VIII. RESCISSIONS: HI-01, Abbreviations dated May 16, 2011; HI-01, Abbreviations dated May 21, 2007; HI-01, Abbreviations dated February 2, 2004; HI-01, Abbreviations dated December 18, 2002; HI-01, Abbreviations dated February 14, 2000; HOPP HI-01-96-R, Abbreviations dated February 3, 1994.

IX. DISTRIBUTION: All hospital policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Health Information.

XII. ATTACHMENTS: For internal use only.
A. Approved Abbreviation List
B. DO NOT USE Abbreviation List

Signatures:

John W. Glueckert                      Thomas Gray, MD
Hospital Administrator                Medical Director