



## Policy

**TITLE:** Abbreviation Policy

**EFFECTIVE DATE:** 01/13/2020

**APPROVER(S):** Scott Posecai (EVP-CFO & Treasurer), Warner Thomas (CEO-Ochsner Health System)

**NUMBER:** OHS.HIM.033

### I. Scope

This policy applies to (i) Ochsner Health System, (ii) Ochsner Clinic Foundation, and/or (iii) all facilities and entities wholly-owned and/or leased by Ochsner Clinic Foundation ("Ochsner").

### II. Purpose

This policy provides guidelines for the appropriate use of abbreviations in the Ochsner health record.

### III. Definitions

*This section intentionally left blank.*

### IV. Policy Statement

- A. Ochsner has adopted the Joint Commission's [Official "Do Not Use" List of Abbreviations](#), which identifies problematic abbreviations that are not acceptable for use in the health record.
- B. Abbreviations provided by the Medical Abbreviation National Abbreviation Database have been adopted by Ochsner as an approved reference for abbreviations used in the health record.

### V. Policy Implementation

- A. It is the responsibility of all individuals documenting in the health record to refrain from using any abbreviation listed on the attached Ochsner Do Not Use Abbreviation List.
- B. It is also the responsibility of all individuals documenting in the health record to familiarize themselves with and properly use the [MEDical ABBREVIations Database](#).

### VI. Enforcement

Failure to comply with this policy may result in progressive discipline up to and including termination of employment for employees or termination of contract or service for third-party personnel, students, or volunteers.

## **VII. Attachments**

Ochsner Do Not Use Abbreviation List

## **VIII. References**

[MEDical ABBREViations Medical Abbreviations Database](#)

[Joint Commission Official “Do Not Use” List of Abbreviations](#)

Joint Commission Accreditation Standards IM.02.02.01 EP 2

Joint Commission Accreditation Standards IM.02.02.01 EP 3

Joint Commission National Patient Safety Goals

## **IX. Policy History**

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