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**ABBREVIATIONS AND SYMBOLS****PURPOSE**

To define acceptable and unacceptable standard abbreviations and symbols for use in clinical/service documentation.

**POLICY**

Independence Plus, Inc. personnel will use standard approved abbreviations and symbols in documenting in the clinical/service record.

**GUIDELINES**

1. Home care personnel will use the approved home care and service abbreviations when documenting in the clinical/service record. (See “Approved Home Health Agency / Home Nursing Agency / Home Medical Equipment and Services Abbreviations and Symbols” below)
2. Additional abbreviations and symbols may be added to the standard list if approved by the Administrator/Agency Manager.

**ADDENDUM**

**APPROVED HOME HEALTH AGENCY / HOME NURSING AGENCY /  
HOME MEDICAL EQUIPMENT AND SERVICES  
ABBREVIATIONS AND SYMBOLS**

**DO USE – Leading zeros**

**DO USE – Hindu Arabic number system (e.g., 1, 2, 3)**

**DO NOT – Abbreviate names of drugs**

**DO NOT – Use apothecary units**

**DO NOT – Use trailing zeros**

Discouraged Practices for Numerical Notation: When expressing a numerical quantity, avoid upper case Roman numerals because they can have the appearance of a capital “T” or a series of “T’s” with a dot above each “T”. Although lower-case Roman numerals are still widely used (i, ii, iii), Independence Plus, Inc. prefers that staff utilize the Hindu Arabic system (digits such as 1, 2, 3).

abd.....	abdomen	cal.....	calorie
ABG.....	arterial blood gas	caps.....	capsule
a.c.....	before meals	CAT.....	computed axial tomography
AC.....	assist control mode	cath.....	catheterize
ADL.....	activities of daily living	CBC.....	complete blood count
AD.....	autonomic dysreflexia	CBI.....	continuous bladder irrigation
ADON.....	Assistant Director of Nursing	CF.....	cystic fibrosis
ad lib.....	as desired	CHD.....	coronary heart disease
A-Fib.....	atrial fibrillation	CHF.....	congestive heart failure
AFO.....	ankle foot orthosis	CHHA.....	certified home health aide
AIDS.....	acquired immune deficiency syndrome	cm.....	centimeter
AKA.....	above the knee amputee	CM.....	Clinical Manager
A/K.....	above the knee	CMN.....	Certificate of Medical Necessity
ALPS.....	aphasia language performance scale	CNA.....	Certified Nurse Assistant
AM.....	morning	CNS.....	central nervous system
AMA.....	against medical advice	CO.....	Carbon monoxide
amb.....	ambulatory	CO2.....	Carbon dioxide
AMI.....	acute myocardial infarction	coag.....	coagulation
amp.....	amperage	C/O.....	complaining of
amt.....	amount	CONC.....	Concentration
Ant.....	anterior	cont.....	continuously
AP.....	apical pulse	COPD.....	chronic obstructive pulmonary disease
A/P.....	anterior/posterior	CPAP.....	continuous positive airway pressure
approx.....	approximate	CPR.....	cardiopulmonary resuscitation
appt.....	appointment	C&S.....	culture and sensitivity
ARDS.....	acute or adult respiratory distress syndrome	C-section.....	cesarean section
AROM.....	active range of motion	CRRN.....	Certified Rehabilitation Registered Nurse
ASAP.....	as soon as possible	CSF.....	cerebrospinal fluid
ASD.....	atrial septal defect	CSW.....	Clinical Social Worker
ASHD.....	arteriosclerotic heart disease	CV.....	cardiovascular
asst.....	assistance	CVA.....	cerebrovascular accident
AV node.....	atrioventricular node	CVD.....	cardiovascular disease
AVAP.....	average volume assured pressure support	CVP.....	central venous pressure
avg.....	average	CWP.....	Centimeters of Water Pressure
ax.....	axillary	CXR.....	chest x-ray
BDAE.....	Boston Diagnostic Aphasia Examination	D/C.....	discharge
bil.....	bilateral	d/c'd.....	discontinued
BiPAP.....	bilevel positive airway pressure	DJD.....	degenerative joint disease
B/K.....	below knee	DM.....	diabetes mellitus
B/AKA.....	bilateral above the knee amputee	DME.....	durable medical equipment
B/BKA.....	bilateral below the knee amputee	DNR.....	do not resuscitate
BKA.....	below knee amputation	DOB.....	date of birth
BLE.....	bilateral lower extremities	DOE.....	dyspnea on exertion
BM.....	bowel movement	DON.....	director of nursing
BP.....	blood pressure	DPS.....	diaphragmic pacer system
BPM.....	breaths per minute	drsg.....	dressing
BR.....	bed rest	dschg.....	discharge
BSC.....	bedside commode	DTR.....	deep tendon reflexes
BUE.....	bilateral upper extremities	DVT.....	deep venous thrombosis
BUN.....	blood urea nitrogen	D.W.....	distilled water
Bx.....	biopsy	dx.....	diagnosis
C.....	centigrade	E. coli.....	Escherichia coli
C-1, C-2.....	first cervical vertebra, etc.	ECT.....	electroconvulsive therapy
Ca.....	calcium	EEG.....	electroencephalogram
CA.....	cancer	EENT.....	eyes, ears, nose and throat
CAD.....	coronary artery disease	ENT.....	ears, nose and throat

e.g. ....for example  
 EKG..... electrocardiogram  
 ED..... Emergency Department  
 ESR..... eosinophilic sedimentation rate  
 est.....estimated  
 ETOH ..... ethyl alcohol  
 ext .....extension  
 ext rot.....external rotation  
 F..... Fahrenheit  
 FBS..... fasting blood sugar  
 FiO<sub>2</sub>.....Fraction of Inspired Oxygen  
 flex.....flexion  
 FNP.....Family Nurse Practitioner  
 FOB ..... foot of bed  
 Fr ..... French  
 freq.....frequency  
 FTT ..... failure to thrive  
 f/u..... follow-up  
 FWB ..... full weightbearing  
 fx..... fracture  
 GERD .....gastroesophageal reflux disease  
 GI.....gastrointestinal  
 GSW ..... gun shot wound  
 gtt..... drops  
 GTT .....glucose tolerance test  
 GU ..... genitourinary  
 GYN ..... gynecology  
 H/A ..... headache  
 Hct ..... hematocrit  
 HEP .....home exercise program  
 Hgb .....hemoglobin  
 H&H ..... hemoglobin and hematocrit  
 HHA ..... Home Health Agency  
 HNA ..... Home Nursing Agency  
 HME ..... home medical equipment  
 HHTC ..... high humidity trach collar  
 HKAFO ..... hip, knee, ankle, foot, orthosis  
 HIV ..... human immunovirus  
 HOB..... head of bed  
 H&P..... history and physical  
 hr .....hour  
 HR ..... heart rate  
 HR.....Human Resources  
 Ht ..... height  
 HTN..... hypertension  
 hx .....history  
 Hz ..... Hertz  
 IBS..... irritable bowel syndrome  
 I&D..... incision and drainage  
 IDDM ..... insulin dependent diabetes mellitus  
 i.e. ....specifically  
 IM ..... intramuscular  
 Int Rot..... internal rotation  
 I&O..... intake and output  
 IPI ..... Independence Plus, Inc.  
 IPPB.....intermittent positive pressure breathing

IPV..... Intrapulmonary Percussive Ventilation  
 I-T ..... inspiratory time  
 IV ..... intravenous  
 IVPB .....intravenous piggyback  
 JP .....Jackson Pratt  
 jt..... joint  
 JVD.....jugular venous distention  
 K .....potassium  
 kg ..... kilogram  
 kcal.....kilocalorie  
 L-1, L-2..... first lumbar vertebra, etc.  
 L ..... liter  
 Lab..... laboratory  
 LAD ..... left anterior descending  
 lat .....lateral  
 lb .....pound  
 LBBB..... left bundle branch block  
 LCL..... lateral collateral ligament  
 LCSW .....Licensed Clinical Social Worker  
 LD..... left deltoid  
 LE ..... lower extremity  
 LFT ..... liver function tests  
 lg .....large  
 LGM ..... left gluteus maximus  
 LLE..... left lower extremity  
 LLL.....left lower lobe  
 LLQ ..... left lower quadrant  
 LMN ..... Letter of Medical Necessity  
 lpm.....liters per minute  
 LPN..... Licensed Practical Nurse  
 LTM.....long-term memory  
 LTR..... lateral tongue response  
 LOB ..... loss of balance  
 LOC ..... level of consciousness  
 LUE ..... left upper extremity  
 LUQ..... left upper quadrant  
 lytes..... electrolytes  
 max .....maximum  
 MCL ..... medial collateral ligament  
 MD .....physician  
 meds..... medications  
 mEq..... milliequivalent  
 mg ..... milligram  
 mg% ..... milligram percent  
 MI ..... myocardial infarction  
 ml ..... milliliter  
 mm ..... millimeter  
 mod ..... moderate  
 MRE ..... manual resisted exercises  
 MRN ..... Medical Record number  
 MRSA .....methicillin resistant staph aureus  
 MSW.....Medical Social Work  
 MVA.....motor vehicle accident  
 N/A ..... not applicable  
 NC..... nasal cannula  
 n/c ..... no complaint

neb ..... nebulizer  
 neg ..... negative  
 neuro ..... neurological  
 NG ..... nasogastric  
 NG tube ..... nasogastric feeding tube  
 NIDDM.....non-insulin dependent diabetes mellitus  
 NKDA ..... no known drug allergies  
 NKA .....no known allergies  
 NOC.....night  
 NP .....Nurse Practitioner  
 NPO .....nothing by mouth  
 NSR ..... normal sinus rhythm  
 N&V .....nausea and vomiting  
 NWB..... nonweightbearing  
 O<sub>2</sub> ..... oxygen  
 OA ..... osteoarthritis  
 OB .....obstetrics  
 OB-GYN..... obstetrics and gynecology  
 O/E.....observe and evaluate  
 oint.....ointment  
 OOB.....out of bed  
 opth.....ophthalmology  
 O&P.....ova and parasite  
 ORIF..... open reduction and internal fixation  
 ortho.....orthopedic(s)  
 OT.....occupational therapy  
 OTC ..... over the counter  
 oz ..... ounce  
 PA ..... pulmonary artery  
 path ..... pathology  
 PC ..... pressure control  
 p.c. .... after meals  
 PCG ..... patient caregiver  
 Peds ..... pediatrics  
 per ..... by  
 PERRL..... pupils equal, round, react to light  
 PERL ..... pupils equal and reactive to light  
 PEEP..... Positive End Expiratory Pressure  
 PEG .....percutaneous endoscopic gastrostomy  
 PFT .....pulmonary function test  
 pH ..... hydrogen ion concentrate  
 PICC .....peripherally inserted central catheter  
 PIP ..... Peak Inspiratory Pressure  
 PM ..... evening  
 PO .....by mouth  
 POC ..... plan of care  
 POLST.....Practitioner Orders for Life  
 .....Sustaining Treatment  
 post-op ..... following operation  
 PR .....per rectum  
 PRE.....passive/progressive resistive exercise  
 pre-op.....before operation  
 prep .....preparation  
 PROM.....Passive Range of Motion  
 pro-time ..... prothrombin time  
 prog..... prognosis

PS .....pressure support  
 psych..... psychology/psychological  
 PT .....physical therapy  
 pt ..... patient  
 PT-INR .....Prothrombin time  
 ..... International normalized ratio  
 PWB .....partial weight bearing  
 q ..... every  
 qam ..... every morning  
 qpm ..... every evening  
 R/A ..... room air  
 RA ..... rheumatoid arthritis  
 RBBB.....right bundle branch block  
 RBC ..... red blood (cell) count  
 RCP ..... Respiratory Care Practitioner  
 RD .....right deltoid  
 RDS .....respiratory distress syndrome  
 re ..... regarding  
 recert ..... recertification  
 rehab .....rehabilitation  
 resp ..... respiratory; respiration  
 REM ..... rapid eye movement  
 RGM ..... right gluteus maximus  
 RLE.....right lower extremity  
 RLL.....right lower lobe  
 RLQ .....right lower quadrant  
 RML .....right middle lobe  
 RN ..... Registered Nurse  
 R/O ..... rule out  
 ROM ..... range of motion  
 RR .....respiratory rate  
 R/T .....related to  
 RTW ..... return to work  
 RUE .....right upper extremity  
 RUL .....right upper lobe  
 RUQ.....right upper quadrant  
 RV .....right ventricle  
 RVG.....right ventro gluteal  
 RVL .....right vastus lateralis  
 Rx or RX.....prescription  
 S-1, S-2 ..... first sacral vertebra, etc.  
 S-A..... sinoatrial node  
 SAS.....Sklar Aphasic Scale  
 SAQ .....short arc quads  
 SaO<sub>2</sub> ..... Arterial oxygen saturation  
 sat ..... saturation  
 SBA ..... standby assistance  
 SBE.....shortness of breath on exertion  
 SCM.....sternocleidomastoid  
 scop.....scopolamine  
 sed rate..... sedimentation rate  
 seg ..... segmented  
 SGOT ..... serum glutamic pyruvic transaminase  
 SIMV ..... synchronized intermittent mandatory  
 ..... ventilation mode  
 SLP ..... speech language pathology/pathologist

SLR..... straight leg raising  
 SN..... serial number  
 SNV ..... skilled nurse visit  
 snf ..... skilled nursing facility  
 SO ..... significant other  
 SOB ..... shortness of breath  
 SOC ..... start of care  
 sol ..... solution  
 s/p ..... status post  
 SP..... speech  
 SP Gr ..... specific gravity  
 s/s..... signs and symptoms  
 ST ..... speech therapy  
 stat ..... at once  
 STD ..... sexually transmitted disease  
 SW ..... Social Work  
 T..... temperature  
 T-1, T-2..... first thoracic vertebra, etc.  
 tab ..... tablet  
 TB ..... tuberculosis  
 TBI..... traumatic brain injury  
 tbsp ..... tablespoon  
 tech ..... technician  
 Temp..... temperature  
 TENS ..... transcutaneous electric nerve stimulation  
 TDWB ..... touch down/weightbearing  
 TF ..... tube feed  
 THR..... total hip replacement  
 TIA .....transient ischemic attack  
 TKR ..... total knee replacement  
 TLC ..... total lung capacity  
 TM..... tympanic membrane  
 TPN ..... total parenteral nutrition  
 TPR..... temperature, pulse, respirations  
 tsp ..... teaspoon  
 TTWB..... toe touch/weightbearing  
 TUR ..... transurethral resection  
 TURB ..... transurethral resection of the bladder  
 TURP..... transurethral resection of the prostate  
 Tx..... treatment  
 UA ..... urinalysis  
 UAO ..... upper airway obstruction  
 UE..... upper extremity  
 URI ..... upper respiratory infection  
 USN ..... ultrasonic nebulizer  
 UTI ..... urinary tract infection  
 UV ..... ultraviolet  
 VA ..... Veterans Administration  
 VC ..... vital capacity  
 V/D..... vomiting and diarrhea  
 V-Fib ..... ventricular fibrillation  
 V/O ..... verbal order  
 vol ..... volume  
 VP..... venous perfusion  
 VS ..... vital signs  
 VSD..... Ventricular Septal Defect

VSS..... vital signs stable  
 V<sub>T</sub>..... tidal volume  
 w/a ..... while awake  
 WB..... weight bearing  
 WBAT ..... weight bearing as tolerated  
 WBC ..... white blood (cell) count  
 W/C..... wheelchair  
 WFL..... within functional limits  
 WMC ..... warm moist compress  
 WNL ..... within normal limits  
 w ..... with  
 w/o ..... without  
 W/U ..... workup  
 Wt ..... weight  
 X or x ..... times  
 yr..... year

IPI approved symbols

$\bar{a}$  ..... before (ante)  
 $\bar{c}$  ..... with  
 $\bar{s}$ ..... without  
 = ..... equal  
 $\neq$  ..... unequal or not equal  
 $\Delta$  ..... change  
 $\text{♀}$  ..... female  
 $\text{♂}$  ..... male  
 $\uparrow$  ..... increase  
 $\downarrow$  ..... decrease  
 $\text{---}$  ..... to (4 – 6)  
 % ..... percent  
 $\bar{p}$  ..... after

**ADDENDUM C:2-037.B**

**UNACCEPTABLE HOME CARE/SERVICE ABBREVIATIONS**

*Institute for Safe Medication Practices*

**Error-Prone Abbreviation List**

<http://www.ismp.org/Tools/errorproneabbreviations.pdf>