



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### ABBREVIATIONS

**Effective Date:** March 25, 2019

**Policy:** HI-01

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- 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 June 10, 2014; 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.
  - A. Approved Abbreviation List
  - B. DO NOT USE Abbreviation List

Signatures

Kyle Fouts  
Interim Hospital Administrator

Thomas Gray, MD  
Medical Director