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.


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

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Interim Hospital Administrator  Medical Director