

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

CLINICAL PROCEDURE

NUMBER: DC1017

NAME: APPROVED ABBREVIATIONS

INITIAL APPROVAL DATE:	09/25/1995	BY: Sanilac CMH Board
(LAST) REVISION DATE:	09/19/2024	BY: CIO
(LAST) REVIEW DATE:	10/17/2024	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

I. PURPOSE

To ensure consistency in the use and understanding of abbreviations in clinical records and business practices.

II. APPLICATION

Populations: ALL

Programs: **Direct - ALL**
Contracted - ALL

III. POLICY

To limit the use of abbreviations to those contained in the attached list.

IV. DEFINITIONS

See attached.

V. STANDARDS

The list of approved abbreviations will be reviewed and distributed on an annual basis.

The Sanilac County Community Mental Health Authority Approved Abbreviations list is hereby incorporated into this policy.

VI. ATTACHMENTS

Approved Abbreviations List

VII. REFERENCES

STANDARD APPROVED ABBREVIATIONS

A & O	- Alert and oriented
ABA	- Applied Behavior Analysis
ABI	- Applied Behavioral Intervention
ABLLS-R	- Assessment of Basic Language and Learning Skills, Revised
ACSW	- Academy of Certified Social Workers
ACT	- Assertive Community Treatment Program
ADD	- Attention Deficit Disorder
ADHD	- Attention Deficit Hyperactivity Disorder
ADI-R	- Autism Diagnostic Interview, Revised
ADL	- Activities of Daily Living
ADOS	- Autism Diagnostic Observation Schedule
AEB	- As evidenced by
AFC	- Adult Foster Care
AFO	- Ankle-Foot Orthosis
AIDS	- Acquired Immunodeficiency Syndrome
AIMS	- Abnormal Involuntary Movement Scale
AM or am	- morning
AMA or ama	- against medical advice
appt.	- appointment
apt.	- apartment
ARR	- Annual Resident Review
AROM	- Active range of motion
ASD	- Autism Spectrum Disorder
ASAM	- American Society of Addiction Medicine
ASAP	- as soon as possible
asst.	- assisted, assistance
@	- at
(B)	- both/bilateral
BA	- Bachelor of Arts
BCBA	- Board Certified Behavior Analyst
bid	- twice a day
BM	- bowel movement
BMC	- Behavior Management Committee
BP	- blood pressure
BPS	- Bio-Psycho Social Assessment
BSW	- Bachelor of Social Work
BT	- Behavior Technician
BTC	- Behavior Treatment Committee
BTPR	- Behavior Treatment Plan Review
CAD	- Coronary Artery Disease
CADC-M	- Certified Alcohol and Drug Counselor - Michigan
CAADC	- Certified Advanced Alcohol and Drug Counselor
CAFAS	- Child and Adolescent Functional Assessment Scale
cap.	- capsule
CARF	- Commission on Accreditation of Rehabilitation Facilities
cath.	- catheterize, catheter
CBC	- complete blood count or cancelled by consumer

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CCBHC	- Certified Community Behavioral Health Clinic
CBT	- Cognitive Based Therapy or cancelled by therapy or community based tech
CCC-A	- Audiologist
CCC-Sp	- Speech Pathologist
CCI	- Child Caring Institution
CE	- Creative Enterprises
CHAMPS	- Community Health Automated Medicaid Processing System
CHF	- congestive heart failure
CHI	- closed head injury
CLS	- Community Living Supports
CMH	- Community Mental Health
CMHP	- Children's Mental Health Professional
CMS	- Center for Medicaid and Medicare Services
CNA	- Community Needs Assessment
c/o	- complains of
COD	- Co-Occurring Disorder
cont.	- continued
COFR	- County of Financial Responsibility
COTA	- Occupational Therapy Assistant
CP	- cerebral palsy
CPLS	- Center for Positive Living Supports
CPR	- cardiopulmonary resuscitation
CPS	- child protective services
CQI	- continuous quality improvement
CRC	- Caro Regional Center
CRM	- Customer Relationship Management
CSM	- Consumer Services Manager/Care Manager
CSW	- Certified Social Worker (Licensed)
CT	- client/consumer
CVA	- Cerebral Vascular Attack
D/C	- discontinue
DAW	- dispense as written
DBT	- Dialectical Behavioral Therapy
DCO	- Designated Collaborating Organization
DD	- developmentally disabled
detox	- detoxification
DHHS	- Department of Health and Human Services (a/k/a DHS – Dept of Human Services)
DIS	- Disparity Impact Statement
DISCUS	- Dyskinesia Identification System: Condensed User Scale
DNS	- did not show
DO	- Doctor of Osteopathy
DOA	- dead on arrival
DOB	- date of birth
D/T	- due to
DPH	- Department of Public Health
DPT	- diphtheria, pertussis, tetanus
drsg.	- dressing
DSM 5	- Diagnostic and Statistical Manual
Dx	- diagnosis

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- ea. - each
- EBP - Evidence Based Practice
- EDs - Emergency Departments
- EIBI - Early Intensive Behavioral Intervention
- ECT - electroshock therapy
- EEG - electroencephalogram
- EI - emotionally impaired
- e.g. - for example
- EKG or ECG -electrocardiogram
- E/M - Evaluation and Management
- EMG - electromyography
- EPSDT - Early Periodic Screening, Diagnosis and Testing
- equiv. - equivalent
- ER - emergency room
- Etc. - et cetera
- eval. - evaluation, evaluate
- EVV - Electronic Visit Verification
- exam. - examination

- Fam. Tx - family therapy
- FAQ - Frequently Asked Questions
- FBS - fasting blood sugar
- FI - Fiscal Intermediary
- FNP - Family Nurse Practitioner
- FSR - Financial Status Report
- FSS - Family Support Services
- F.T.E. - Full Time Equivalent
- FWB - Full Weight Bearing
- Fx - Fracture
- FY - Fiscal Year
- FYI - For Your Information

- GAF - Global Assessment of Functioning
- GAIN - Global Appraisal of Individual Needs
- GAS - Global Assessment Scale
- GERD - Gastro-esophageal Reflux Disease
- Gdn - Guardian
- GI - gastrointestinal
- gm. - gram
- gr. - grain
- grp. - group
- GYN or gyn - gynecology

- HAB or HSW - Habilitation Supports Waiver
- HCBWS or HCBS - Home and Community Based Waiver Services
- HDC - Human Development Commission
- HEP B - Hepatitis B
- HHS - Health & Human Services
- HIE - Health Information Exchange
- HIPAA - Health Insurance Portability & Accountability Act
- HIV - Human Immunodeficiency Virus

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HP	- Health Plan
H/O	- history of
HO	- home operator
hosp.	- hospital
hr.	- hour
hs	- bedtime
HTN	- Hypertension (High Blood Pressure)
Hx	- history
I or (I)	- Independent
IADL	- Independent Activities of Daily Living
ID	- Intellectual Disability
ICFMR	- Intermediate Care Facility - Mentally Retarded
ICSS	- Intensive Crisis Stabilization Services
IDDT	- Integrated Dual Disorder Treatment
IEP	- Individual Education Planning
IEPC	- Individual Education Planning Conference
IM	- intramuscular
Ind.	- individual
IPOS	- Individual Plan of Service
I/P or IP	- Inpatient
IQ	- intelligence quotient
IR	- incident report
ISD	- Intermediate School District
iSPA	- 1915(i) state plan amendment
I-Team	- Interdisciplinary Team
IUD	- intrauterine (contraceptive) device
IV	- intravenous
JTI	-Journey to Independence (formerly Journey Skill Center, JSC)
Juv	- juvenile
K-12	- Kindergarten thru 12th grade
L	- left
lab.	- laboratory
lang.	- language
lb.	- pound
LBSW	- Licensed Bachelor Social Worker
L.D.	- learning disabled
LE	- lower extremity
LEP	- Limited English Proficiency
Li, Lith	- lithium level
LIP	- Live in Partner
LLBSW	- Limited Licensed Bachelor's Social Worker
LLE	- left lower extremity
LLP	- Limited Licensed Psychologist
LLPC	- Limited Licensed Professional Counselor
LLMSW	- Limited Licensed Master Social Worker
LMSW	- Licensed Master Social Worker
LOA	- leave of absence

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LOCUS	- Level of care utilization system
LP	- Licensed Psychologist
LPC	- Licensed Professional Counselor
LPN	- Licensed Practical Nurse
LTP	- Long Term Partner
LUE	- left upper extremity
MA	- Master of Arts
MAT	- Medication Assisted Treatment
MCF	- Medical Care Facility
MCI	- Mild Cognitive Impairment (old EMI classification)
MD	- Medical Doctor
MDHHS	- Michigan Department of Health and Human Services (a/k/a MDCH)
med.	- medication
m/r or med. rev.	- medication review
MFA	- Multi-Factor Authentication
MH	- Mental Health
MHP	- Medicaid Health Plan
MHT	- mental health technician
MI	- mentally ill, mentally impaired, OR Motivational Interviewing
MiCAL	- Michigan Crisis and Access Line
MichiCANS	- Michigan Child and Adolescent Needs and Strengths
min.	- minute
misc.	- miscellaneous
MMPI II	- Minnesota Multiphasic Personality Inventory II
MMR	- Mild Mental Retardation
mo(s)	- month(s)
MOCI	- moderately cognitively impaired (formerly EMI)
MPS	- Model Payment System
MR	- mental retardation
MRS	- Michigan Rehabilitation Service
M.S.E.	- Mental Status Exam
MSW	- Masters of Social Work
Mtg.	- meeting
N/A	- not applicable – does not apply
neg.	- negative
NKDA	- no known drug allergies
NOMS	- National Outcome Measurement Set
NOS	- Not Otherwise Stated
NP	- Nurse Practitioner
NPI	- National provider identification
NPO	- Nothing by mouth
obj.	- objective
OBRA	- Omnibus Budget Reconciliation Act
OCD	- Obsessive Compulsive Disorder
OD	- overdose, doctor of optometry
OP	- outpatient
OR	- operating room
ORIF	- Open Reduction Internal Fixation

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ORR	- Office of Recipient Rights
OT	- Occupational Therapy
OTR	- Occupational Therapist Registered
P/A	- Physical Assistance – min, mod, max
PA	- Licensed Physician’s Assistant
P & A	- Protection and Advocacy
PAC	- Parent Advisory Committee
PA-C	- Physician's Assistant – Certified
PAMA	- Protecting Access to Medicare Act of 2014
Pap	- Papanicolaou smear for cervical cancer
PAP	- Patient Assistance Program
PAS	- Pre-Admission Screen
path.	- pathology
PCP	- primary care physician
PCP	- Person-Centered Planning
PDI	- Planning, Development and Implementation
PDR	- Physician's Desk Reference
per	- by
PERL	- pupils = reactive to light - PERRLA
Ph.D.	- Doctor of Philosophy
PHH	- Port Huron Hospital
PIHP	- prepaid inpatient health plan
PM or pm	- evening
PMTO	- Parent Management Training – Oregon Model
PO	- by mouth
pos.	- positive
PPS	- Prospective Payment System
PPVT	- Peabody Picture Vocabulary Test
PR	- Periodic Review
PRC	- Placement Review Committee
prn	- whenever needed, if necessary
PROM	- Passive range of motion
Psy	- psychological
PSS	- Certified Peer Support Specialist
PT	- Physical Therapy
PTC	- Parenting through Change
PTR	- Registered Physical Therapist
PTA	- physical therapy assistant
PTSD	- Post Traumatic Stress Disorder
PVD	- Peripheral Vascular Disease
q	- every
q.a.m.	- every morning
QAPIP	- Quality Assurance Performance Improvement Project (Region 10)
QBHP	- Qualified Behavioral Health Professional
QBP	- Quality Based Payment
q.d.	- every day
q.h.	- every hour
QHP	- Qualified Health Plan
QI	- Quality Improvement

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q.i.d.	- four times a day
QIDP	- Qualified Intellectual Disability Professional
q.o.d.	- every other day
q.p.m.	- every evening
QMHP	- Qualified Mental Health Professional
QMRP	- Qualified Mental Retardation Professional
R	- right
r/t	- related to
RBC	- red blood count
RD	- Registered Dietician
rehab	- rehabilitation
RET	- Rational Emotive Therapy
RFP/RFQ	- Request for proposal/quote
RHC	- Rural Health Clinics
RICC	- Regional Inter-Agency Coordinating Committee on Developmental Disabilities
RLE	- Right Lower Extremity
RMHA	- Responsible Mental Health Agency
RN	- Registered Nurse
r/o	- rule out
ROI	- Release of Information
ROM	- range of motion
RPH	- Registered Pharmacist
RR	- Recipient Rights
rt.	- right
RTC	- Return to clinic
RUE	- Right Upper Extremity
RX	-therapy, drugs, medication, treatment, take, prescription
SACA	- Substance Abuse Coordinating Agency
SAG-COC	-Service Authorization Guidelines- Continuum of Care
SAMHSA	- Substance Abuse and Mental Health Services Administration
SANCO	- Industrial program
SAS	- service authorization summary
SATP	- Substance Abuse Treatment Professional
SATS	- Substance Abuse Treatment Specialist
SBIRT	- Screening, Brief Intervention, and Referral to Treatment
SC	- Support Coordination
SCCMHA	- Sanilac County Community Mental Health Authority
sched	- schedule (d)
SCI	- severely cognitively impaired
SCL-90-R	- Symptom Checklist - 90 – Revised
SDOH	- Social Determinants of Health
SED or SEDW	- Severe Emotional Disturbance / Waiver
SEP	- Supported Employment Program
S/E	- side effects
Sib	- sibling
SIP	- Supported Independence Program
SIS	- Supports Intensity Scale
SLP	- Speech Language Pathologist or Audiologist
S&L	- Speech and Language

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SMO	- standing medical order
S/O	- Significant Other
SOB	- Short of breath
SXI	- severely multiply impaired
SPARS	- SAMHSA's Performance and Accountability Reporting System
spec. ed.	- special education
SPMI	- Severe and Persistent Mental Illness
SPS	- Suicide Probability Scale
SS	- Social Security
SSA	- Social Security Administration
SSDI	- Social Security Disability Insurance
SSI	- Supplemental Security Income
SSN	- Social Security Number
SST	- Social Service Technician
staph	- staphylococcus
STAT	- at once
strep	- streptococcus
S/Sx	- signs/symptoms
STC	- Sanilac Transportation Corporation
SUD	- Substance Use Disorder
SUD/MA	- Co-occurring substance abuse and mental health disorders
Sx.	- symptom
T	- temperature
tab.	- tablet
TB	- tuberculosis
TBI	- traumatic brain injury
TD	- tardive dyskinesia
tech	- technician
tele	- telecommunications (online)
temp	- temperature
TFCBT	- Trauma Focused Cognitive Behavioral Therapy
TIA	- Transient Ischemic Attack
t.i.d.	- three times a day
TLC	- tender loving care and classroom name at Wilson Center
TO	- telephone order
TX	- treatment, transfer, therapy
u/e	- Upper extremity
U/R	- utilization/review
UIR	- unusual incident report (see IR)
U.T.I.	- urinary tract infection
VA	- Veterans Affairs
VDRL	- venereal disease research laboratory test for syphilis
VO	- voice order, verbal order
VS	- vital signs
WAIS-III	- Wechsler Adult Intelligence Scale – III
WBC	- white blood count

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W/C	- wheelchair
WFL	- within functional limits
WNL	- within normal limits
WISC-III	- Wechsler Intelligence Scale for Children - III
wk	- week
WNL	- within normal limits
W/o	- without
WRAT3	- Wide Range Achievement Test 3
WSA	- Waiver Support Application
wt.	- weight
yr. (s)	- years

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SYMBOLS

-	negative
+	positive, increased
^	increase, upper
∇	decrease, lower
1	primary or first degree, one hour
2	secondary or second degree
3	third degree
//	bars, parallel bars
c	with
s	without
&	and
#	number
>	greater than
<	less than
o	female
□	male
p	after
i	one tab
ii	two tabs
iii	three tabs
iv	four tabs
v	five tabs
vi	six tabs
/	per
%	percent