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| CHAPTER Service Delivery | CHAPTER 02 | SECTION 002 | SUBJECT 30 |
| SECTION Records | | DESCRIPTION Authorized Abbreviations and Symbols | |
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APPLICATION:

| | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> CMH Staff | <input checked="" type="checkbox"/> Board Members | <input checked="" type="checkbox"/> Provider Network | <input checked="" type="checkbox"/> Employment Services Providers |
| <input checked="" type="checkbox"/> Employment Services Provider Agencies | <input checked="" type="checkbox"/> Independent Contractors | <input checked="" type="checkbox"/> Students | <input checked="" type="checkbox"/> Interns |
| <input checked="" type="checkbox"/> Volunteers | <input checked="" type="checkbox"/> Persons Served | | |

POLICY:

Lapeer County Community Mental Health (LCCMH) uses symbols and abbreviations in clinical records as identified in this policy. Symbols and abbreviations may be used in other agency documents. This policy reflects commonly used abbreviations. Not all acronyms are included in this policy.

STANDARDS:

- A. Any abbreviations not included in this policy will be used with an explanation in the document in which it is used.
- B. No symbols or abbreviations may be used in the recording of diagnoses.
- C. It is the staff person’s responsibility to assure clarity of the information exchanged if abbreviations or symbols are used.

PROCEDURES:

The following abbreviations and symbols are authorized for use in records of persons served:

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| | |
|-------|--|
| AA | Alcoholics Anonymous |
| AAA | Area Agency on Aging |
| ABA | Applied Behavioral Analysis |
| ABD | Adverse Benefit Determination |
| abd | abdomen |
| a.c. | before meals (medication) |
| ACA | Affordable Care Act |
| ACO | Accountable Care Organization |
| ACSW | Academy of Certified Social Workers |
| ACTP | Assertive Community Treatment Program |
| ADD | Attention Deficit Disorder |
| ADHD | Attention Deficit Hyperactivity Disorder |
| ADL's | Activities of Daily Living |
| AEB | As Evidenced By |
| AFC | Adult Foster Care |
| AIDS | Acquired Immune Deficiency Syndrome |
| A&O | Alert and Oriented |
| AM | Morning |
| appt | appointment |
| APS | Adult Protective Services |
| ASA | Aspirin |
| asap | as soon as possible |
| ASD | Autism Spectrum Disorder |
| AVH | Auditory/Visual Hallucinations |
| | |
| BAC | Blood Alcohol Count |
| BCaBA | Board Certified Assistant Behavior Analyst |
| BCBA | Board Certified Behavior Analyst |
| BHU | Behavioral Health Unit |
| bid | twice daily (medication) |
| BM | bowel movement |
| bp | blood pressure |
| BMI | Body Mass Index |
| BPD | Borderline Personality Disorder |
| BPS | Biopsychosocial |
| BTPRC | Behavior Treatment Plan Review Committee |
| | |
| CAD | Coronary Artery Disease |
| CARF | Commission on Accreditation of Rehabilitation Facilities |
| CAP | capsule (medication) |

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| | |
|-------|--|
| CBC | complete blood count |
| CBT | Cognitive Behavioral Therapy |
| cc | cubic centimeter |
| CCBHC | Certified Community Behavioral Health Center |
| CCR | Clinical Case Review Committee |
| CHF | Congestive Heart Failure |
| Chol | Cholesterol |
| CI | Cognitively Impaired |
| CIL | Centers for Independent Living |
| CEO | Chief Executive Officer |
| CLS | Community Living Services |
| CM | Case Manager/Case Management |
| CMH | Community Mental Health |
| CMHAM | Community Mental Health Association of Michigan |
| CMP | Comprehensive Metabolic Panel |
| CMT | Case Management Team (function of MDOC) |
| CNS | central nervous system |
| Co | County |
| COD | Co-Occurring Disorder |
| COO | Chief Operating Officer |
| c/o | complains of |
| COPD | chronic obstructive pulmonary disease |
| COW | Committee of the Whole |
| CP | Cerebral Palsy |
| CPS | Child Protective Services |
| CPSS | Certified Peer Support Specialist |
| CVA | cerebral vascular accident |
| CYPS | Certified Youth Peer Support |
| | |
| DAB | deaf and blind |
| DAW | dispense as written |
| DBT | Dialectical Behavior Therapy |
| dc | discontinue |
| DHHS | Department of Health and Human Services |
| DNA | Dioxyribonucleic Acid |
| Dr | Doctor |
| DRM | Disability Rights of Michigan |
| DO | Doctor of Osteopathy |
| DOB | Date of Birth |
| DSM | Diagnostic and Statistical Manual of Mental Disorders |
| DTR | Double Trouble in Recovery (12-step based support group) |

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| | |
|-------|---|
| DTs | delirium tremens |
| DV | Domestic Violence |
| Dx | diagnoses |
| EBP | Evidence Based Practice |
| ECG | electrocardiogram |
| ECT | electro convulsive therapy |
| EEG | electroencephalogram |
| e.g. | exempli gratia (for example) |
| EI | emotionally impaired |
| E-IMR | Enhanced-Illness Management and Recovery |
| EKG | electrocardiogram |
| ENT | ear, nose and throat |
| EPS | Extrapyramidal Symptoms |
| EPSDT | Early Periodic Screening, Prognosis and Treatment |
| ER | emergency room |
| ETOH | Alcohol |
| eval | evaluation |
| FAS | fetal alcohol syndrome |
| FBS | fasting blood sugar |
| FFC | family foster care |
| FPE | Family Psychoeducational |
| FQHC | Federally Qualified Health Center |
| Ft | Feet (unit of length) |
| FTE | Full Time Employee |
| GA | General Assistance |
| GAD | Generalized Anxiety Disorder |
| GERD | Gastroesophageal Reflux Disease |
| GF | General Fund |
| GI | gastro-intestinal |
| GLTA | Greater Lapeer Transportation Authority |
| gm | gram (medication) |
| HBS | Home-Based Services |
| HI | Homicidal Ideation |
| HIV+ | Human Immunodeficiency Virus |
| HCBS | Home and Community Based Services |
| Hgb | hemoglobin |
| HMO | health maintenance organization |

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| | |
|----------|---|
| hrs | hours |
| hs | bed time |
| HSW | Habilitation Support Waiver |
| ht | height |
| HTN | Hypertension |
| H&P | History and Physical |
| HUD | U.S. Department of Housing and Human Development |
| Hx | history |
| ICF | Intermediate Care Facility |
| ICD-10CM | International Classification of Diseases, Tenth Revision, Clinical Modification |
| ICF/IDD | Intermediate Care Facility for Individual Intellectual Disability |
| I/DD | Intellectual/ developmental disability |
| IDDM | Insulin Dependent Diabetes Mellitus |
| IDDT | Integrated Dual Disorder Treatment |
| i.e. | Id Est ("that is to say", meaning...) |
| IEP | Individual Educational Plan |
| IEPT | Individualized Education Program Team |
| IHC | Integrated Health Care |
| IHL | Integrated Health Liaison |
| IM | intramuscular |
| IMR | Illness Management and Recovery |
| IPOS | Individual Plan of Service |
| IPS | Individual Placement & Support |
| IPT | Irregular Part Time |
| IQ | intelligence quotient |
| IRS | Intensive Recovery Services |
| ISD | Intermediate School District |
| IV | intravenous |
| Kg | kilogram |
| KIND | Kids in New Directions |
| LACADA | Lapeer Area Citizens Against Domestic Assault |
| LBSW | Licensed Bachelor-level Social Worker |
| LCBC | Lapeer County Board of Commissioners |
| LCCMH | Lapeer County Community Mental Health |
| LCISD | Lapeer County Intermediate School District |
| LCSPN | Lapeer County Suicide Prevention Network (aka:SPN) |
| LD | learning disabled |
| LLMFT | Limited License Marriage and Family Therapist |

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| | |
|--------|--|
| LLP | Limited Licensed Psychologist |
| LLPC | Limited License Professional Counselor |
| LLMSW | Limited Licensed Master Social Worker |
| LMFT | Licensed Marriage and Family Therapist |
| LMSW | Licensed Master Social Worker |
| LOA | leave of absence |
| LOS | length of stay |
| LPC | Licensed Professional Counselor |
| LPN | Licensed Practical Nurse |
| | |
| MA | Master of Arts |
| MADD | Mothers Against Drunk Driving |
| MCF | Medical Care Facility |
| mcg | microgram (medication) |
| MCSI | Michigan Community Services, Inc. |
| MD | Doctor of Medicine |
| MDD | Major Depressive Disorder |
| MDHHS | Michigan Department of Health and Human Services |
| MDOC | Michigan Department of Corrections |
| Med(s) | Medication(s) |
| MESC | Michigan Employment Security Commission |
| MET | Multidisciplinary Evaluation Team |
| mg | milligram |
| mgmt | management |
| MH | mental health |
| MI | mentally impaired or mentally ill |
| MICSS | Mobile Intensive Crisis Stabilization Services |
| MiFAST | Michigan Fidelity Assessment and Support Team |
| Min(s) | Minute(s) |
| MMPI | Minnesota Multiphasic Personality Inventory |
| MRS | Michigan Rehabilitation Services |
| MS | Master of Science |
| MSE | Mental Status Exam |
| MSHDA | Michigan State Housing Development Authority |
| MSN | Master of Science in Nursing |
| MSW | Master of Social Work |
| | |
| n/a | not applicable |
| NA | Narcotics Anonymous |
| NIDDM | Non-Insulin Dependent Diabetes Mellitus |
| NIMH | National Institute of Mental Health |

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| | |
|-------|--|
| NKA | No Known Allergies |
| NKDA | No known Drug Allergies |
| NP | Nurse Practitioner |
| | |
| O2 | oxygen |
| OBRA | Omnibus Budget Reconciliation Act of 1987 |
| OBS | organic brain syndrome |
| OCD | Obsessive Compulsive Disorder |
| ODD | Oppositional Defiance Disorder |
| OP | outpatient |
| OPC | outpatient clinic |
| ORR | Office of Recipient Rights |
| OSHA | Occupational Safety and Health Administration |
| OT | occupational therapy |
| OTC | Over the counter |
| OTR | Occupational Therapist Registered |
| | |
| P | pulse |
| PA | Physician Assistant |
| pc | after meals |
| PCN | Penicillin |
| PCP | Person-Centered Planning or Primary Care Physician |
| PE | Prolonged Exposure |
| Ph.D. | Doctor of Philosophy |
| PIHP | Pre-paid Inpatient Health Plan |
| PM | Afternoon |
| PMHX | Past Medical History |
| PMS | pre-menstrual syndrome |
| po | by mouth (medication) |
| PO | Probation Officer or Parole Officer |
| POHI | physically and otherwise health impaired |
| PPI | preprimary impaired |
| PRC | Peer Recovery Coach |
| PRN | (Latin, pro re nata) "as circumstances may require" (Medication) |
| PS | Protective Services |
| PSHX | Past Surgical History |
| PSP | Parent Support Partners |
| PSR | Psychosocial Rehabilitation |
| Psych | Psychiatric |
| PT | physical therapy |
| PTSD | post-traumatic stress disorder |

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| | |
|----------|---|
| q | every |
| QBHP | Qualified Behavioral Health Professional |
| qd | every day |
| QI | quality improvement |
| qid | four times a day |
| QIDP | Qualified Intellectual Disability Professional |
| QMHP | Qualified Mental Health Professional |
| qod | every other day |
| Qty | Quantity |
| | |
| R | respirations |
| RE: | regarding |
| REM | rapid eye movement |
| RFP | request for proposals |
| RN | Registered Nurse |
| R/O | rule out |
| ROM | range of motion |
| RPT | Regular Part Time |
| RR | recipient rights |
| RRA | recipient rights advisor |
| RRAC | Recipient Rights Advisory Committee |
| RRO | recipient rights officer |
| Rx | prescribed |
| | |
| SAD | Seasonal Affective Disorder |
| SADD | Students Against Drunk Driving |
| SAMHSA | Substance Abuse Mental Health Services Administration |
| SED | Severe Emotional Disturbance |
| SEP | Supported Employment Program |
| SI | Suicidal Ideation or Self-Injury |
| SIDS | Sudden Infant Death Syndrome |
| SIS | Supports Intensity Scale |
| SMI | severely mentally ill |
| SMART | Specific, Measureable, Achievable, Relevant, Time-Bound |
| SNAP | Strengths, Needs, Ability, Preferences |
| SOAP | Subjective, Objective, Assessment, Plan |
| Spec. Ed | Special Education |
| SPMI | Severe and Persistent Mental Illness |
| SSA | Social Security Administration |
| SSD | Social Security Disability |

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| | |
|-----------|---|
| SSDI | Social Security Disability Insurance |
| SSI | Supplemental Security Income |
| stat | immediately |
| STD | sexually transmitted disease |
| STI | sexually transmitted infections |
| SUD | Substance Use Disorder |
| | |
| tab | tablet |
| TB | tuberculosis |
| TBI | Traumatic Brain Injury |
| Tbsp | tablespoon |
| Telepsych | Telepsychiatry |
| TEP | Transitional Employment Program |
| TF-CBT | Trauma Focused-Cognitive Behavioral Therapy |
| tid | three times a day |
| TLLP | Temporary Limited Licensed Psychologist |
| TREM | Trauma Recovery Empowerment Model |
| tsp | teaspoon |
| Tx | treatment |
| | |
| UA | urine analysis |
| UDS | Urine Drug Screen |
| UM | Utilization Management |
| UR | Utilization Review |
| URI | upper respiratory infection |
| UTI | urinary tract infection |
| | |
| VA | Veterans' Administration |
| VAAA | Valley Area Agency on Aging |
| VO | verbal order |
| VS | Vital Signs |
| | |
| WAT | Work Adjustment Time |
| WBC | white blood cell |
| wnl | within normal limits |
| w/ | with |
| W/O | without |
| wt | weight |
| yrs | years |
| @ | at |
| ↓ | decrease |

| | | | |
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↑ increase
 < less than
 > more than
 # number

 2^o secondary to
 & and

SW:mgr

 This policy supersedes
 #0905026 dated 09/09/2005.
