

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 agency documents and clinical records as identified in this policy. 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. Staff are responsible for assuring the 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:

AA	Alcoholics Anonymous
AAA	Area Agency on Aging
ABA	Applied Behavioral Analysis

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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
AM	Morning
A&O	Alert and Oriented
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
BH-TEDS	Behavioral Health Treatment Episode Data Set
BHU	Behavioral Health Unit
bid	Twice Daily (medication)
BM	Bowel Movement
BMI	Body Mass Index
BPD	Borderline Personality Disorder
BPHASA	Behavioral and Physical Health and Aging Services Administration (within MDHHS)
bp	Blood Pressure
BPS	Biopsychosocial
BTPRC	Behavior Treatment Plan Review Committee
CAADC	Certified Advanced Alcohol and Drug Counselor
CAD	Coronary Artery Disease
CADC	Certified Alcohol and Drug Counselor
CAFAS	Child and Adolescent Functional Assessment Scale
CAP	Capsule (medication)

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CARF	Commission on Accreditation of Rehabilitation Facilities
CBC	Complete Blood Count
CBT	Cognitive Behavioral Therapy
Cc	Cubic Centimeter
CC360	Care Connect 360
CCBHC	Certified Community Behavioral Health Center
CCR	Clinical Case Review Committee
CEO	Chief Executive Officer
CFAP	Conflict Free Access and Planning
CFR	Code of Federal Regulations
CHF	Congestive Heart Failure
Chol	Cholesterol
CI	Cognitively Impaired
CIL	Centers for Independent Living
CLS	Community Living Services
CM	Case Manager/Case Management
CMH	Community Mental Health
CMHAM	Community Mental Health Association of Michigan
CMHSP	Community Mental Health Services Program
CMP	Comprehensive Metabolic Panel
CMS	Centers for Medicare and Medicaid Services
CMT	Case Management Team (function of MDOC)
CNS	Central Nervous System
COFR	County of Financial Responsibilities
COD	Co-Occurring Disorder
COO	Chief Operating Officer
c/o	Complains of
Co	County
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
CWP	Children's Waiver Program
CYPS	Certified Youth Peer Support

DAB	Deaf and Blind
DAW	Dispense as Written
DBT	Dialectical Behavior Therapy
DBT-A	Dialectical Behavior Therapy- Adolescent

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dc Discontinue
 DHHS Department of Health and Human Services
 DNA Deoxyribonucleic Acid
 DOB Date of Birth
 DO Doctor of Osteopathy
 DRM Disability Rights of Michigan
 Dr Doctor
 DSM Diagnostic and Statistical Manual of Mental Disorders
 DTR Double Trouble in Recovery (12-step based support group)
 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)
 EHR Electronic Health Record
 EI Emotionally Impaired
 E-IMR Enhanced-Illness Management and Recovery
 EKG Electrocardiogram
 EMR Electronic Medical Record
 ENT Ear, Nose, and Throat
 EPS Extrapramidal Symptoms
 EPSDT Early Periodic Screening, Prognosis, and Treatment
 EQI Encounter Quality Initiative
 ER Emergency Room
 ETOH Alcohol
 eval Evaluation
 EVV Electronic Visit Verification

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

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GAD	Generalized Anxiety Disorder
GERD	Gastroesophageal Reflux Disease
GF	General Fund
GI	Gastro-Intestinal
GLTA	Greater Lapeer Transportation Authority
gm	Gram (medication)
H&P	History and Physical
HBS	Home-Based Services
HCBS	Home and Community Based Services
Hgb	Hemoglobin
HI	Homicidal Ideation
HIPAA	Health Insurance Portability and Accountability Act
HIV+	Human Immunodeficiency Virus
HMO	Health Maintenance Organization
hrs	Hours
hs	Bed Time
HSAG	Health Services Advisory Group
HSW	Habilitation Support Waiver
ht	Height
HTN	Hypertension
HUD	U.S. Department of Housing and Human Development
Hx	History
ICD-10CM	International Classification of Diseases, Tenth Revision, Clinical Modification
ICF	Intermediate Care Facility
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
IMH	Infant Mental Health
IMR	Illness Management and Recovery
IPLT	Improving Practices Leadership Team
IPOS	Individual Plan of Service
IPS	Individual Placement and Support

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IPT	Irregular Part Time
IQ	Intelligence Quotient
IRS	Intensive Recovery Services
ISD	Intermediate School District
ISF	Internal Services Fund
IS/IT	Information System/Information Technology
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
LEP	Limited English Proficiency
LLMFT	Limited License Marriage and Family Therapist
LLMSW	Limited Licensed Master Social Worker
LLP	Limited Licensed Psychologist
LLPC	Limited License Professional Counselor
LMFT	Licensed Marriage and Family Therapist
LMSW	Licensed Master Social Worker
LOA	Leave of Absence
LOCUS	Level of Care Utilization System
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)

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MESC Michigan Employment Security Commission
 MET Multidisciplinary Evaluation Team
 mg Milligram
 mgmt Management
 MH Mental Health
 MI Mentally Impaired or Mentally Ill
 MichiCANS Michigan Child Assessment of Needs and Strengths
 MICSS Mobile Intensive Crisis Stabilization Services
 MiFAST Michigan Fidelity Assessment and Support Team
 Min(s) Minute(s)
 MMBPIS Michigan Mission-Based Performance Indicator System
 MMPI Minnesota Multiphasic Personality Inventory
 MOU Memorandum of Understanding
 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
 NGRI Not Guilty by Reason of Insanity
 NIDDM Non-Insulin Dependent Diabetes Mellitus
 NIMH National Institute of Mental Health
 NKA No Known Allergies
 NKDA No known Drug Allergies
 NOMs National Outcomes Measures
 NP Nurse Practitioner

O2 Oxygen
 OBRA Omnibus Budget Reconciliation Act of 1987
 OBS Organic Brain Syndrome
 OCD Obsessive Compulsive Disorder
 ODD Oppositional Defiance Disorder
 OIG Office of Inspector General
 OP Outpatient
 OPC Outpatient Clinic
 ORR Office of Recipient Rights
 OSHA Occupational Safety and Health Administration
 OT Occupational Therapy

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OTC	Over the Counter
OTR	Occupational Therapist Registered
P	Pulse
PA	Public Act or Physician Assistant
PA2	Public Act 2 of 1986 (liquor tax funding)
pc	After Meals
PCN	Penicillin
PCP	Person-Centered Planning or Primary Care Physician
PE	Prolonged Exposure
PECFAS	Preschool and Early Childhood Functional Assessment Scale
Ph.D.	Doctor of Philosophy
PHI	Protected Health Information
PI	Performance Indicator (or Improvement)
PIHP	Pre-Paid Inpatient Health Plan
PIP	Performance Improvement Plan
PM	Afternoon
PMHX	Past Medical History
PMS	Pre-Menstrual Syndrome
PMT0	Parent Management Training-The Oregon Model
po	By Mouth (medication)
PO	Probation Officer or Parole Officer
POHI	Physically and Otherwise Health Impaired
PPI	Preprimary Impaired
PPS	Prospective Payment System
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
PTC	Parenting Through Change
PTSD	Post-Traumatic Stress Disorder
q	Every
QAPIP	Quality Assessment and Performance Improvement Program
QBHP	Qualified Behavioral Health Professional
qd	Every Day
QI	Quality Improvement

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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
SMART	Specific, Measurable, Achievable, Relevant, Time-Bound
SMI	Severely Mentally Ill
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
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
stat	Immediately
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infections

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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
w/	With
w/o	Without
WAT	Work Adjustment Time
WBC	White Blood Cell
wnl	Within Normal Limits
WSA	Waiver Support Application
wt	Weight
yrs	Years
@	At
↓	Decrease
↑	Increase

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Supersedes: #0905026 dated 09/09/2005