

Arizona Department of Corrections Rehabilitation and Reentry



Medical Services Technical Manual Attachments

ACCESS

Contains Restricted Section(s)

CHAPTER: 1100

Inmate Health Services

DEPARTMENT ORDER:

1101 – Inmate Access to Health Care

OFFICE OF PRIMARY
RESPONSIBILITY:

**Medical Services Contract Monitoring Bureau
(MSCMB)**

TECHNICAL MANUAL ATTACHMENTS:

**Medical Services Technical Manual
(MSTM) Attachments**

EFFECTIVE DATE:

10/01/2022

SUPERSEDES:

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9/13/2022

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9/13/2022

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	Medical Services Technical Manual Attachments
	INTRODUCTION

INTRODUCTION

PURPOSE: The following attachments are resources provided by the Medical Services Contract Monitoring Bureau (MSCMB) to be used in conjunction with the Medical Services Technical Manual (MSTM) created to provide technical and professional guidance in the delivery of high quality and well organized health care to the incarcerated individuals within the Arizona Department of Corrections Rehabilitation & Reentry (ADCRR) facilities or their supporting non-ADCRR organizations.

The attachments are titled with the coinciding chapter of related information from the MSTM.

RESPONSIBILITY: It is the responsibility of the ADCRR Contract Healthcare Provider (CHP), with oversight monitoring by MSCMB, to ensure that adequate dental, medical, mental health, nursing, pharmaceutical, medical records, laboratory, and X-ray services are available to the inmate population incarcerated within the Arizona Department of Corrections Rehabilitation & Reentry.

It is the shared mission of the MSCMB and our contracted healthcare partners to provide constitutionally mandated health care to the inmate population of Arizona while protecting the health of its employees. ADCRR provides resources to the inmate population so they may live a healthy lifestyle and through its CHP provide appropriate access to medical, mental health and dental services at reasonable fees. ADCRR MSCMB provides oversight to ensure that all inmates are provided access to scheduled and emergency (as needed) health care that is consistent with community standards, and are not refused health care treatment due to inability to pay.

ADCRR and its contract partners recognize that a well-trained, professional work force serves and protects our communities by effectively employing the field’s best security practices and proven pre-release programming support to prepare for the release and reintegration of ex-offenders as civil, productive citizens in society.



**Medical Services Technical Manual
Attachments**

TABLE OF CONTENTS

P-A-08.01A	Organization of a Paper Health Record.....	3
P-A-08.01B	Thinning a Paper Health Record.....	10
P-A-08.02A	Approved Abbreviations for Documenting in the Health Record.....	11
P-A-08.04A	Health Record Inventory Entry into IHAS (Inmate Health Appointment System)	39
P-D-03.01A	Man Down Bag Minimum Requirements	42
P-E-01.01A	Preventive Health Services and Screenings (English and Spanish).....	43

P-A-08.01A Organization of a Paper Health Record

PURPOSE: The purpose of this attachment is to identify forms and their proper location within a paper health record. Some forms included in this list may no longer be in use however will remain on this list for historical purposes.

ORGANIZATION OF ADCRR PAPER HEALTH RECORDS:

SECTION I

- 1 Problem List (PL) (card stock) 1101-76 (Problem list **MUST** be maintained and kept current with the Vendor medical Providers making any additions, corrections, or deletions. File the most current on top. Health Provider: MD, DO, NP, PA, Dentist, Psychiatrist, Psychologist, Nursing may document on Problem List)
- 2 Annual Follow-up of PPD Converters (TB Symptomology Checklist 1101-61)
- 3 Monitored Condition Lab tracking Flow Sheets 1101-88
- 4 Diabetic Individualized Management Plan 1101-87
- 5 Health Education HIV Tracking Form
- 6 Health Education Diabetes Tracking Form
- 7 Hepatitis B/C Contraindications Table
- 8 Hepatitis B/C Screening Table
- 9 HCV Therapy Monitoring Log
- 10 Currently does not qualify for Hepatitis C Treatment
- 11 Serious Mental Illness (SMI) Determination 1103-13
- 12 Initial Mental Health Assessment 1103-27
- 13 ADA Checklist (Functional Assessment)
- 14 Chronic Condition Flow Sheets (Various Conditions)
- 15 Index Tab Divider: Intake Data
- 16 Initial/Inter-Facility Assessment 1101-67
- 17 Ebola Intake Form
- 18 Physical Examination(s) 1101-77
- 19 Nursing Staff Assessment
- 20 Reception Center Screening 1101-21
- 21 Medical History 1101-29

Index Tab Divider: Health Education:-Continuous Progress Notes

- 1 Health Education Diabetes Tracking Form
- 2 Health Education Consent Agreement 1101-24

Index Tab Divider: Pr(ior) Rec(ords)/Rel(ease) of Info(rmation)*

***NOTE:** Documents in this section are **NOT** part of the health record!!

- 1 Any health documents obtained from medical facilities for health care received prior to ADCRR incarceration.
- 2 Authorizations to Obtain Copies of Medical Records from medical facilities requests for records etc.

- 3 Transfer Summary/Continuity of Care (from County Jails).

SECTION II

NOTE: Items listed shall appear only in cases involving death of an offender

- 1 Central Office Mortality Review Documents
- 2 Autopsy Report/Medical Examiner's Report
- 3 Facility Mortality Review Documents
- 4 Significant Incident/Information Reports Related to Final Episode
- 5 Appointment Log/Health Services Scheduled Appointments (card stock)

Index Tab Divider: Practitioner's Orders

- 1 Practitioner's Orders

Index Tab Divider: Progress Notes

- 1 Continuous Progress Notes 1101-62
- 2 Medication Profile
- 3 Chronic Condition Follow-up Care 1101-12 Communique 1101-26
- 4 Wound Documentation Flow Sheet
- 5 Continuous Progress Record – Pharmacy
- 6 Transfer Summary/Continuity of Care (for Inter-facility Transfers, Court Transfers) (Located within the Progress Notes in chronological order as they occur) 1101-8

Index Tab Divider: Consults/Flow Sheets

- 1 In-House Consultation Reports
- 2 Consultation Reports
- 3 MRC Approval/Denial Form
- 4 IPC records:
 - 4.1 Request for In-House Consultation (Mental Health)
 - 4.2 Emergency Room Records and/or Inpatient Medical Records for Admission During incarceration
- 5 NPO Instruction Sheets for Procedures (Barium Enema, UGI, Colonoscopy Prep, Thyroid scans, EGD, Outpatient surgery, dental)
- 6 Optometry Patient Record 1101-30/ Eye Glass Order
- 7 Flow Sheets (Various Types) Ebola Virus Daily Screening Flowsheet
- 8 Observation Records (CDU) 1101-16
- 9 Vital Signs 1101-64

Index Tab Divider: Dental

- 1 Dental Chart 1101-11 (3 pages)
- 2 Dental Chart: Continuation Sheet
- 3 Dental Communique
- 4 Dental Instructions

POCKET BETWEEN SECTIONS II & III (May be clear plastic pocket)

- 1 Dental Panoramic and bite-wing X-rays
- 2 May also file CDs, photographs

SECTION III

- 1 Medical Work-up/Follow-up (Pink Sheet) 1101-68
- 2 Immunization Record (Yellow) 1101-17

Index Tab Divider: Lab/x-ray/EKGs

- 1 Laboratory Report (Various)
- 2 X-ray Request and Report
- 3 Mammography Report
- 4 Other Imaging Reports (Scans, Ultrasounds, MRIs, etc.)
- 5 Audiometric tests
- 6 Pulmonary Function Testing
- 7 EKG Reports
- 8 Urinalysis Forms 1101-34
- 9 PPD Forms 1102-7

Index Tab Divider: Consents/Refusals

- 1 Refusal of Treatment Forms (for In-house and/or Outside Appointments) (must be witnessed x 2) 1101-4
- 2 Consent/Refusal for Substance Abuse Treatment
- 3 Post HIV Counseling Checklist
- 4 Consent to Test for HIV
- 5 Refusal to Treatment of Hep C 1101-50
- 6 Education/Consent for Possible Treatment of Hepatitis C
- 7 Vaccine Consents (MMR, Influenza, etc.)
- 8 Minor Surgery Consent 1101-49
- 9 PPD Conversion Counseling
- 10 Informed Consent for Oral Surgery
11. Eyeglass Agreement of Responsibility

Index Tab Divider: Medication Sheets/Miscellaneous

- 1 Patient Release/Transfer Form
- 2 Medical Delivery/OTC Flow Sheets
- 3 Medication Distribution Log
- 4 Medication Administration Record Log 1102-2
- 5 INH Administration Record 1101-42
- 6 Non-formulary Request
- 7 Psychiatry Non-formulary Request (1103-25)
- 8 Duty/Special Needs Orders 1101-60
- 9 Patient Disposition 1103-30

- 10 Shaving Waivers
- 11 Restricted Diet Orders 912-3

SECTION IV

- 1 Inmate Chronological Movement Record 1101-82

Index Tab Divider: Health Needs Request

- 1 Health Needs Request Forms (English/Spanish) 1101-10
- 2 Health Needs Request (For Emergency Requests)

Index Tab Divider: Mental Health

NOTE: Documents in this section are removed from the medical record during offender review of the medical record.

- 1 Mental Health Treatment Plans 1103-16
- 2 MH Data Sheet (Yellow cardstock) (1103-26)
- 3 Psychotropic Related Testing (Yellow cardstock) (1103-29)
- 4 The above two forms will always be the first 2 forms filed under the MH tab.
- 5 Mental Health Continuous Progress Notes
 - 5.1 Group Progress
 - 5.2 SMA Assessment
- 6 Psychiatric Follow-up Note (1103-37)
- 7 Psychiatric Evaluation – MH (yellow paper/3 page document) (1103-32)
- 8 Suicide Risk Screening Form
- 9 Medical Nursing Watch (1103-A40)
- 10 Mental Health Disposition (suicide/mental health watch)
- 11 Mental Health Consults
- 12 Any correspondence/letters from the inmate to MH staff
- 13 Step-Down Program Referral for Admission
- 14 Inmate Step-Down Admission Agreement
- 15 Mental Health Treatment Plan
- 16 WTU (Women’s Treatment Unit) Diagnostic Page
 - 16.1 Problem list
 - 16.2 Problem Plan(s)
 - 16.3 Signature Page
 - 16.4 Treatment Plan Reviews
- 17 Informed Consent
- 18 Mental Health and WTU (Divider)
- 19 ADCRR inpatient progress notes (Flamenco) (for records that are not 6 part charts)
- 20 Psychological Assessments
- 21 Notification of Intent to Request Approval to Involuntarily Administer Psychotropic Medications 1103-15P
- 22 Consent for Psychotropic Medications
- 23 Cell front Checklist
- 24 Occupational Therapy

Index Tab Divider: Legal/Administrative*

***NOTE:** Documents in this section are NOT part of the medical record. They are removed from the medical record during offender review of the medical record (Medical and Mental Health) and are never copied and released as part of the Medical Record.

- 1 Requests for Copies of Medical Records (MRR) (outside requesters not on ADCRR Forms)
- 2 Authorization(s) to Release Copies of ADCRR Medical Records
- 3 Documentation regarding specific medical documents released
- 4 HEP C Committee Follow Up Information Request.
- 5 Medical INCR Form (old form- some charts may have them)
- 6 Mental Health INCR Form (old form- some charts may have them)
- 7 Correspondence
- 8 Court Documents
- 9 DNA and/or Paternity Court Order and Test Confirmation
- 10 Guidelines: Inmate Medical Record Reviews
- 11 Inmate Acknowledgment of Rights 1101-99
- 12 Durable Health Care Power of Attorney 1101-97
- 13 Living Will (End of Life Care) 1101-98
- 14 Revocation of Medical Care Directives 1101-90
- 15 Consent to Release Medical Information/Medical Record 1104.2
- 16 Release of Medical Information for Interstate Corrections Compact Transfer 1101-40
- 17 Right to Request Limitation of Extraordinary Life Support Measures (old form)
- 18 Consent to Release Medical Information/Medical Record (This is the verbal consent signed at intake)

PLASTIC POCKET, INSIDE BACK OF HEALTH RECORD JACKET:

- 1 VA Benefits Information Chronic Health Problem Card (During transport, and until needed for use in Chronic Condition System). Chronic Condition Cards
- 2 DOCUMENT PLACEMENT: DOCUMENTS ARE PLACED IN THE VARIOUS SECTIONS IN REVERSE CHRONOLOGICAL ORDER (Newest or most current on top). Unless otherwise noted, in sections where more than one type of the same form/document is included in the section, group all like documents together, file in reverse chronological order. (Example: all PPD slips, all x-rays, all EKGs, all Scans, all MRIs, etc.)

BAKER/FLAMENCO SECTIONS 5 AND 6 CHART ORDER:

CHART ORGANIZATION FOR ALHAMBRA BEHAVIORAL HEALTH TREATMENT FACILITY (ABHTF) NOTE: NOTHING IS TO BE REMOVED FROM SECTIONS 5 AND 6 UNTIL ADMITTED TO BAKER/FLAMENCO UNIT.

SECTION 1: Same as green health record

SECTION 2: Same as green health record

BROWN POCKET/TAB or Plastic Sleeve: Dental X-rays

SECTION 3I: Same as green health record

SECTION 4V: Same as green health record (QUIET unit admission records are under the Mental Health Tab in this section until admitted to the unit. QUIET unit is not part of the licensed units).

BROWN POCKET/TAB:

- 1 Face Sheets
- 2 Extra Labels

SECTION 5: INPATIENT “MEDICAL” for Baker and Flamenco units only. DO NOT ADD ANYTHING OR REMOVE ANYTHING TO/FROM THESE SECTIONS, UNLESS FROM BAKER AND FLAMENCO.

TAB 1: PRACTITIONER’S ORDERS FOR MEDICAL AND MENTAL HEALTH WHEN INMATE IN ABHTF UNIT.

TAB 2: MEDICAL PROGRESS NOTES

- All progress notes (medical)
- Medical Physical Exam when done at ABHTF
- Reception Center Screening when done at ABHTF
- Medical History when done at ABHTF

TAB 3: ALL DIAGNOSTIC REPORTS

- Lab reports
- PPD
- X-ray reports
- EKG’s

TAB 4: MEDICATION SHEETS/MISCELLANEOUS

- Patient Release/Transfer Form
- MAR’S
- Non-formulary Drug Tracking Form
 - Special needs status
 - Limited duty status
 - Diet Restrictions

SECTION 6: for ABHTF MEDICAL RECORD - INPATIENT MENTAL HEALTH:

Documents in this section are removed from the medical record during offender review of the medical record. DO NOT REMOVE ANYTHING FROM THIS SECTION.

Discharge Summary

TAB 1: MENTAL HEALTH PROGRESS NOTES

All Mental Health progress notes
Group Notes
Cell front checklists
Mental Health Disposition forms

TAB 2: CONSENTS/ORIENTATION

Inmate Patient Orientation
Conditions to Admission
Mental Health Treatment Consent
Grievance Policy
Informed consent for Psychiatric medications

TAB 3: ADMISSION/ASSESSMENT

Jail/Prison Evaluation Request Form
Admission Note and Interim Treatment Plan
Psychological Report
Clinical Assessment Packet
Test Data
Occupational Therapy Assessment
Individual Problem Plan
Health Planning Coordination Form (MH only)

TAB 4: TREATMENT PLANS

TAB 5: LEGAL/ADMINISTRATIVE

Court-ordered Treatment
Court-ordered Evaluation
PMRB (PSYCHOTROPIC MEDICATION REVIEW BOARD)
Release of Information
Mental Health INCR's (WHILE IN ABHTF)

P-A-08.01B Thinning a Paper Health Record

PURPOSE: The purpose of this attachment is to outline necessary content when thinning a health record.

SECTION 1	Problem List current Functional Assessment current Mental Health Assessment current CC- tracking forms current
Intake (tab)	Inter-facility Assessment – current Physical – current History – current
Previous Records (tab)	0
SECTION 2	Practitioner’s orders – 1 to 6 months Progress notes – 1 to 6 months (depends on thickness)
Consults/Flow sheets (tab)	Consultation – 1 to 6 months (depends on thickness) Ophthalmology Report w/Eyeglass Rx – current Flow sheets – current
Dental (tab)	All if possible
SECTION 3	Medical Work-up current Immunization Record – current
Lab/X-ray/EKG	Lab/PPD – current X-ray – current EKG – current Mammogram – current PAP – current
Consents/Refusals (tab)	0
Miscellaneous (tab)	MAR sheets – 1 month Duty status – current Diet – current Shaving waiver – current
SECTION 4	Chrono movement – entire
HNR (tab)	HNR – max 1 month worth
Mental Health (tab)	MH Progress Notes 1 – 6 months
Legal/Administrative (tab)	Release of Information – Verbal Information - Durable Health Care Power of Attorney 1101-97 - Living Will (End of Life Care) 1101-98

P-A-08.02A Approved Abbreviations for Documenting in the Health Record

Reviewed and Approved for Publication October 1, 2022

PURPOSE: The document includes abbreviations and acronyms which have been approved by the Medical Services Contract Monitoring Bureau (MSCMB) for use in the Arizona Department of Corrections Rehabilitation & Reentry (ADCRR) health records. Only those abbreviations listed in this document are approved for use in the health records.

The ADCRR MSCMB reviews and revises as needed its approved abbreviation list on an annual basis. Suggestions for changes, additions, or deletions to this listing may be submitted for consideration to mscmbtechnicalmanuals@azadc.gov. Changes to the published list will be disseminated to the Contract Healthcare Provider staff for inclusion as they occur or annually as necessary.

- A -

A	Assessment
ā	Before
A&O x 3(4)	Alert and Oriented to Person, Place, and Time (Circumstances)
AA	Alcoholics Anonymous
AAA	Abdominal Aortic Aneurysm
Abd	Abdomen
Ab	Antibody
ABG	Arterial Blood Gases
ABI	Ankle Brachial Index
ABO	Blood Types
Abx	Antibiotics
ac	before meals
ACA	American Correctional Association
ACE	Angiotensin Converting Enzyme
ACIS	Arizona Correctional Information System
ACL	Anterior Cruciate Ligament
ACLS	Advanced Cardiac Life Support
ACTH	Adrenocorticotrophic Hormone
A.D.	Assistant Director
ADA	Americans with Disabilities Act
ADCRR	Arizona Department of Corrections Rehabilitation & Reentry
ADD	Attention Deficit Disorder

ADHD	Attention Deficit Hyperactivity Disorder
ADHS	Arizona Department of Health Services
ADLs	Activities of Daily Living
ad lib	as desired, at Liberty
ADON	Assistant Director of Nursing
Ad-Seg	Administrative Segregation (Housing)
AEB	As Evidence By
AFI	Amniotic Fluid Index
AFB	Acid Fast Bacilli(us)
A-Fib	Atrial Fibrillation
AFO	Ankle-Foot Orthosis
AFP	Alpha-Fetoprotein
Ag	Antigen
AH	Auditory Hallucinations
AHCCCS	Arizona Health Care Cost Containment System
AI	Aortic Insufficiency
AICD	Automated Implantable Cardioverter-Defibrillator
AIDS	Acquired Immunodeficiency Syndrome
AIMS	Abnormal Involuntary Movement Scale
AKA	Above Knee Amputation
AKI	Acute Kidney Injury
alb	Albumin
alk phos	Alkaline Phosphatase
ALL	Acute Lymphocytic Leukemia
ALOC	Altered Level of Consciousness
ALS	Amyotrophic Lateral Sclerosis
ALT	Alanine Aminotransferase (SGPT)
AM	Morning
AMA	Against Medical Advice
amal	Amalgam
AML	Acute Myelocytic/Myelogenous Leukemia
AMSA	Anterior Middle Superior Alveolar
Amt	Amount
ANA	Antinuclear Antibody
ANCA	Anti-Neutrophil Cytoplasmic Antibodies
ANP	Adult Nurse Practitioner

ANT	Anterior
ANUG	Acute Necrotizing Ulcerative Gingivitis
apico	Apicoectomy
AP	Anterior-Posterior
approx	Approximate(ly)
appt	Appointment
Appy	Appendectomy
AR	Aortic Regurgitation
ARB	Angiotensin II Receptor Antagonist
ARDS	Adult (acute) Respiratory Distress Syndrome
ARF	Acute Renal Failure
AROM	Active Range of Motion
A.R.S.	Arizona Revised Statute
ASA	Acetylsalicylic Acid
ASA	Anterior Superior Alveolar (<i>dental</i>)
ASCUS	Atypical Squamous Cells of Undetermined Significance
ASCVD	Arteriosclerotic Cardiovascular Disease
ASD	Atrial Septal Defect
ASIS	Arizona State Immunization Information System
ASL	American Sign Language
AGUS	Atypical Glandular Cells of Undetermined Significance
ASH	Arizona State Hospital
ASHD	Arteriosclerotic Heart Disease
ASO(T)	Antistreptolysin-O (titer)
ASPC	Arizona State Prison Complex
ASPD	Antisocial Personality Disorder
AST	Aspartate Aminotransferase (SGOT)
AUB	Abnormal Uterine Bleeding
AV	Atrioventricular
AVM	Arteriovenous Malformation
AVR	Aortic Valve Replacement
- B -	
B	Buccal
B/S	Breath Sounds
BAC	Blood Alcohol Concentration
BBB	Bundle Branch Block

BCG	Bacillus Calmette-Guerin Vaccine
BE	Barium Enema
BG	Blood Glucose
BID	Twice Daily
Bili	Bilirubin
BKA	Below Knee Amputation
BLS	Basic Life Support
BM	Bowel Movement
BMD	Bone Mineral Density
BMI	Body Mass Index
BMP	Basic Metabolic Panel
BMR	Basal Metabolic Rate
BMU	Behavioral Management Unit
BNP	Brain Natriuretic Peptide
BOEC	Board of Executive Clemency
BOOP	Bronchiolitis Obliterans Organizing Pneumonia
BOMEX	Board of Medical Examiners
BP	Blood Pressure
BPD	Borderline Personality Disorder
BPH	Benign Prostatic Hypertrophy
BPM	Beats Per Minute
BPPV	Benign Paroxysmal Positional Vertigo
BRBPR	Bright Red Blood Per Rectum
BS	Bowel Sounds
BSE	Breast Self-Examination
BSO	Bilateral Salpingo-Oophorectomy
BTL	Bilateral Tubal Ligation
BU	Build Up
BUN	Blood Urea Nitrogen
Bupiv	Bupivacaine
BV	Bacterial Vaginosis
BW	Bitewing Radiographic Image
Bx	Biopsy

- C -

̄ With

°C	Celsius
C&S	Culture and Sensitivity
CC	Chief Complaint
c/o	Complained of
C/S	Cesarean Section
C1-C7	Cervical Vertebrae 1 through 7
CA	Cancer/Carcinoma
CABG	Coronary Artery Bypass Graft
CAD	Coronary Artery Disease
Cal	Calorie
Calc	Calculus
CAP	Corrective Action Plan
Cap	Capsule
Carp	Carpule
Cath	Catheter, Catheterization
CBC	Complete Blood Count
CBD	Common Bile Duct
CBT	Cognitive Behavioral Therapy
CCU	Coronary Care Unit
CDC	Centers for Disease Control and Prevention
CDI	Clean, Dry and Intact
CDU	Complex Detention Unit
CD4	Antigenic Marker on Helper Inducer T-cell
CEA	Carcinoembryonic Antigen
CEJ	Cementoenamel Junction
CEPH	Cephalometric Radiographic Image
CHEM	Chemistry
Chemo	Chemotherapy
CHF	Congestive Heart Failure
Chol	Cholesterol
CHP	Contracted Healthcare Provider
Circ	Circulation
CIU	Criminal Investigations Unit
CK	Creatine Kinase
CKD	Chronic Kidney Disease
Cl	Chloride

CLL	Chronic Lymphocytic Leukemia
cm	Centimeter
CMHC	Community Mental Health Center
CML	Chronic Myelogenous Leukemia
CMV	Cytomegalovirus
CNS	Central Nervous System
CO	Correctional Officer
CO2	Carbon Dioxide
COB	Close of Business
Cocci	Coccidioidomycosis
COE	Comprehensive Oral Evaluation (<i>dental</i>)
COE	Court Ordered Evaluation/Examination
Comp	Composite
Comp BU	Composite Build Up
cont	Continu(e) (ous)
COPD	Chronic Obstructive Pulmonary Disease
CP	Cerebral Palsy
CPAP	Continuous Positive Airway Pressure
CPK	Creatine Phosphokinase
CPR	Cardiopulmonary Resuscitation
CQI	Continuous Quality Improvement
Cr	Creatinine
CRF	Chronic Renal Failure
crn	Crown
CRP	C-Reactive Protein
CSF	Cerebrospinal Fluid
CT	Computerized Tomography
CTM	Chlortrimeton (Chlorpheninamine)
CVA	Cerebrovascular Accident
CVD	Cardiovascular Disease
Cx	Microbiological Culture
CXR	Chest X-ray

- D -

D	Distal
D&C	Dilation and Curettage

D/O	Disorder
D5 ½ NS	5% Dextrose in ½ Normal Saline
D5LR	5% Dextrose in Lactated Ringers
D5NS	5% Dextrose in Normal Saline
D5W	5% Dextrose in Water
DBT	Dialectical Behavioral Therapy
DD	Deputy Director
DDS	Doctor of Dental Surgery
DDx	Differential Diagnosis
DEA	Drug Enforcement Administration
Dept	Department
DIC	Disseminated Intravascular Coagulation
DIP	Distal Interphalangeal Joint
DJD	Degenerative Joint Disease
DKA	Diabetic Keto-Acidosis
DM	Diabetes Mellitus
DM1	Diabetes Mellitus Type 1
DM 2	Diabetes Mellitus Type 2
DME	Durable Medical Equipment
DNI	Do Not Intubate
DNR	Do Not Resuscitate
DO	Department Order
DOB	Date of Birth
DOE	Dyspnea on Exertion
DON	Director of Nursing
DOT	Direct Observed Therapy
DP	Dorsalis Pedis (Pulse)
Dr	Doctor
DSM	Diagnostic and Statistical Manual of Mental Disorders
DT's	Delirium Tremens
DTO	Danger to Others
DTR	Deep Tendon Reflexes
DTS	Danger to Self
DUB	Dysfunctional Uterine Bleeding
DUI	Driving under the influence
DVT	Deep Venous Thrombosis

DWI Driving while intoxicated

Dx Diagnosis

- E -

EBV Epstein-Barr Virus

ECG, EKG Electrocardiogram

ECHO Echocardiogram

ED Emergency Department

ED Erectile Dysfunction

EDC Expected Date of Confinement

EEG Electroencephalogram

EENT Eyes, Ears, Nose and Throat

EF Ejection Fraction

EGD Esophagogastroduodenoscopy

EHR Electronic Health Record

EMG Electromyogram

EMS Emergency Medical Services

EMT Emergency Medical Technician

Endo Endodontics

ENT Ears, Nose and Throat

EOM Extraocular Movement

Epi Epinephrine

EPS Extrapramidal Symptoms

Eq Equivalent

ER Extended Release

ERCP Endoscopic Retrograde Cholangiopancreatography

ERO Emergency Response Orders

ESR Erythrocyte Sedimentation Rate

ESRD End-Stage Renal Disease

ET Endotracheal

ETA Estimated Time of Arrival

Etch Acid Etch

EtOH Alcohol

ETT Endotracheal Tube

EUS Endoscopic Ultrasonography

Ext Extraction

- F -

F	Facial
/F	Full Lower (Mandibular) Denture
°F	Fahrenheit
F/	Full Upper (Maxillary) Denture
F/C	Fever or Chills
F/F	Full Maxillary Denture/Full Mandibular Denture
F/P	Full Maxillary Denture/Partial Mandibular Denture
F/U	Follow-up
FB	Foreign Body
FBG	Fasting Blood Glucose
FBS	Fasting Blood Sugar
FDA	Food and Drug Administration
FEV	Forced Expiratory Volume
FFP	Fresh Frozen Plasma
FHA	Facility Health Administrator
FHR	Fetal Heart Rate
FHT	Fetal Heart Tones
FH(x)	Family History
Fill	Filling
FIT	Fecal Immunochemical Test
FL	Flouride
fl oz	Fluid Ounce
FMD	Fill Mouth Debridement
FMX	Complete Series of Radiographic Images
FNA	Fine Needle Aspirate
FNP	Family Nurse Practitioner
FOB	Fecal Occult Blood
FPD	Fixed Partial Denture
FROM	Full Range of Motion
FSH	Follicle Stimulating Hormone
FTA-ABS	Fluorescent Treponemal Antibody Absorption
FVC	Forced Vital Capacity
fx	Fracture, Function

- G -

G	Gravida
G6PD	Glucose-6-Phosphate Dehydrogenase
GABA	Gamma-Aminobutyric Acid
GAD	Generalized Anxiety Disorder
GAF	Global Assessment of Functioning (scale)
GB	Gallbladder
GBD	Gallbladder Disease
GC	Gonococcus, Gonorrhea
GCS	Glasgow Coma Scale
GD	Gender Dysphoria
GE	Gastroesophageal
Gen	Generalized
GERD	Gastro-esophageal Reflux Disease
GFR	Glomerular Filtration Rate
GGTP	Gamma Glutamyl Transpeptidase
GI	Gastrointestinal
gm	Gram
GP	General Population
GP	Greater Palatine (<i>dental</i>)
GSW	Gunshot Wound
GTT	Glucose Tolerance Test
gtts	Drops
GU	Genitourinary
GYN	Gynecology

- H -

H & P	History and Physical
H/H	Hemoglobin/Hematocrit
H/O	History of
H ₂ CO ₃	Bicarbonate
H ₂ O	Water
H ₂ O ₂	Hydrogen Peroxide
HA	Headache
HAV	Hepatitis A Virus
HAZMAT	Hazardous material

HbA1c	Hemoglobin A1c
HBIG	Hepatitis B Immune Globulin
HBsAb	Hepatitis B surface Antibody
HBsAg	Hepatitis B surface Antigen
HBIG	Hepatitis B Immune Globulin
HbSAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Virus
HCC	Hepato Cellular Carcinoma
HCG	Human Chorionic Gonadotropin
HCP	Health Care Provider
Hct	Hematocrit
HCV	Hepatitis C Virus
HDL	High Density Lipoprotein
HDV	Hepatitis D Virus
HEENT	Head, Eyes, Ears, Nose and Throat
Hep	Hepatitis
HEV	Hepatitis E Virus
Hgb	Hemoglobin
HHX	Health History
HI	Homicidal Ideation
Hib	Haemophilus Influenzae B
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human Immunodeficiency Virus
HLA	Human Leukocyte Antigens
HNR	Health Needs Request
HOB	Head of Bed
HOH	Hard of Hearing
HPI	History of Present Illness
HR	Heart Rate
HRT	Hormone Replacement Therapy
HS	Bedtime
HSG	Hysterosalpingogram
HSV	Herpes Simplex Virus
Ht	Height
HTN	Hypertension
Hx	History

Hyg. Dental Hygiene
HYST Hysterectomy

- I -

I Incisal
I&D Incision and Drainage
I&O Intake and Output
i.e. That is, id est
IA Inferior Alveolar, Inferior Alveolar Block
IABP Intra-aortic Balloon Pump
IBD Inflammatory Bowel Disease
IBS Irritable Bowel Syndrome
Ibu Ibuprofen
IBW Ideal Body Weight
ICD International Classification of Disease
ICS Incident Command System
ICU Intensive Care Unit
IDDM Insulin Dependent Diabetes Mellitus
Ig Immunoglobulin
IHSS Idiopathic Hypertropic Subaortic Stenosis
IM Intramuscular
Imm Immunization
IN Incisive Nerve
Inf Inferior
Infxn Infection
Inj Injection
INR International Normalized Ratio
Int Internal
IO Intraosseous
IOL Induction of Labor
IOP Intraocular Pressure
IPC Inpatient Component
IPOC Interdisciplinary Plan of Care
ISO Isolation
ITP Idiopathic Thrombocytopenic Purpura
IUD Intrauterine Device

IUFD	Intrauterine Fetal Demise
IUP	Intrauterine Pregnancy
IV	Intravenous
IVC	Inferior Vena Cava
IVDU	Intravenous Drug User
IVF	Intravenous Fluids

- J -

JP	Jackson-Pratt (drain)
JMRC	Joint Mortality Review Committee
JRA	Juvenile Rheumatoid Arthritis
Juv	Juvenile
JV	Jugular Vein
JVD	Jugular Venous Distention
JVP	Jugular Venous Pressure

- K -

K	Potassium
kcal	Kilocalorie
KCl	Potassium Chloride
kg	Kilogram
KO	Keep Open
KOP	Keep on Person
KUB	X-Ray of Abdomen (kidneys, ureters, bladder)

- L -

L	Lingual
L & D	Labor and Delivery
L/M	Liters per Minute
L1-L5	Lumbar Vertebrae 1 through 5
LA	Lower Anterior
Lab	Laboratory
Lac	Laceration
LAD	Left Anterior Descending Coronary Artery
LAT	Lateral
LB	Long Buccal (<i>dental</i>)

lb	Pound
LBBB	Left Bundle Branch Block
LBP	Low Back Pain
LDH	Lactic Acid Dehydrogenase
LDL	Low Density Lipoprotein
LFT	Liver Function Test
LH	Luteinizing Hormone
Li	Lithium
Lido	Lidocaine
LINF	Lower Infiltration
LL	Lower Left
LLE	Left Lower Extremity
LLL	Left Lower Lobe (lung)
LLQ	Left Lower Quadrant
LMA	Laryngeal Mask Airway
LML	Left Middle Lobe (lung)
LMP	Last Menstrual Period
LOC	Loss of Consciousness
LOE	Limited Oral Evaluation
LOS	Length of Stay
LP	Lumbar Puncture
LPN	Licensed Practical Nurse
LR	Lactated Ringer's
LR	Lower Right (<i>dental</i>)
LS	Lumbosacral
Lt	Left
LTBI	Latent Tuberculosis Infection
LUE	Left Upper Extremity
LUL	Left Upper Lobe (lung)
LUQ	Left Upper Quadrant
LVEF	Left Ventricular Ejection Fraction
LVF	Left Ventricular Failure
LVH	Left Ventricular Hypertrophy
Lymphs	Lymphocytes

- M -

6-MP	Mercaptopurine
M	Male
M	Mesial
m	Meter
MAC	Medical Advisory Committee
MAO-I	Monoamine Oxidase inhibitor
MAR	Medication Administration Record
Marc	Marcaine
MAT	Medication Assisted Treatment
Max	Maximum
MCA	Motorcycle Accident
Mcg	Microgram
MCP	Metacarpophalangeal
MCV	Mean Corpuscular Volume
MD	Medical Doctor
MDD	Major Depressive Disorder
MDR	Multiple Drug Resistant
MDV	Multiple Dose Vial
Med	Medium
Med hx	Medical History
Med(s)	Medication(s)
Med-Surg	Medical-Surgical
Mepi	Mepivacaine
mEq	Milliequivalent
Mets	Metastases
mg	Milligram
Mg	Magnesium
MH	Mental Health
MHTM	Mental Health Technical Manual
MHU	Mental Health Unit
MI	Myocardial Infarction
MIC	Minimal Inhibitory Concentration
Misc	Miscellaneous
Min	Minute
mL	Milliliter
mm	Millimeter

MMR	Measles, Mumps, Rubella
MN	Midnight
Mod	Moderate
MOM	Milk of Magnesia
Mono	Monocytes
Mo(s)	Month(s)
mOsm	Milliosmol
MR	Mitral Regurgitation
MRA	Magnetic Resonance Angiogram or Angiography
MRI	Magnetic Resonance Imaging
MRL	Medical Record Librarian
MRSA	Methicillin-Resistant Staphylococcus Aureus
MRT	Medical Record Technician
MSCMB	Medical Services Contract Monitoring Bureau
MSE	Mental Status Exam
MSTM	Medical Services Technical Manual
MSW	Master of Social Work
MTP	Metatarsophalangeal Joint
MVA	Motor Vehicle Accident
MVI	Multivitamins Infusion
MVP	Mitral Valve Prolapse
- N -	
N/S	No Show
N/S	Normal Saline
N/V	Nausea and Vomiting
N/V/D	Nausea and Vomiting and Diarrhea
N/V/D/C	Nausea and Vomiting, Diarrhea and Constipation
NA, N/A	Not Applicable
Na	Sodium
NAD	No Acute Distress
NCCHC	National Commission on Correctional Health Care
NCMH	No Change Medical History
Neg	Negative
NEO	New Employee Orientation
NET	Nursing Encounter Tool

Neuro	Neurology
NF	Non-formulary, National Formulary
NG	Nasogastric
NIDDM	Non-Insulin Dependent Diabetes Mellitus
NKA	No Known Allergies
NKDA	No Known Drug Allergies
nl	Normal
NLT	No Later Than
NNRTI	Non-Nucleoside Reverse Transcriptase Inhibitor
No	Number
Noc	Night
NOS	Not Otherwise Specified
NP	Nurse Practitioner
NPH	Neutral Protamine Hagedorn (Isophase Insulin)
NPO	Nothing by Mouth
NR	Non-Reactive
NRTI	Nucleoside Reverse Transcriptase Inhibitor
NS	Normal Saline
NSAID	Non-Steroidal Anti-Inflammatory Drug
NSR	Normal Sinus Rhythm
NT	Non-Tender
NTG	Nitroglycerin

- O -

O	Occlusal
O&P	Ova and Parasites (Stool Examination)
O2	Oxygen
O2 Sat	Oxygen Saturation
O.	Objective
O.D.	Doctor of Optometry
OA	Osteoarthritis
OB	Obstetrics
Obs	Observe (e) (ation)
OC	Oral Contraceptive
Occ, Occas	Occasionally
OCD	Obsessive Compulsive Disorder

OCS	Oral Cancer Screening
OD	Overdose
ODD	Oppositional Defiant Disorder
OGTT	Oral Glucose Tolerance Test
OH	Oral Hygiene
OHI	Oral Hygiene Instructions
OINT	Ointment
OM	Otitis Media
OMT	Osteopathic Manipulation Therapy
OOB	Out of Bed
OP	outpatient
Ophth	Ophthalmology
OPT	Optometry
OR	Operating Room
ORIF	Open Reduction Internal Fixation
Ortho	Orthopedics
OS	Oral Surgeon/Oral Surgery
OSA	Obstructive Sleep Apnea
OSHA	Occupational Safety and Health Administration
OT	Occupational Therapy
OTC	Over the Counter
OTC	Out to Court
ODU	Opioid Use Disorder

- P -

/P	Mandibular Partial Denture
P	Pulse
P	Plan
P&P	Policy & Procedures
P&T	Pharmacy & Therapeutics Committee
P/	Maxillary Partial Denture
P/F	Partial Maxillary Denture Over Full Mandibular Denture
P/P	Partial Maxillary Denture over Partial Mandibular Denture
p̄	After
p.c.	After (is after meals)
PA	Physician Assistant

PA	Posterior-Anterior
PA	Periapical Radiographic Image (<i>dental</i>)
PA and Lat	Posterior-Anterior and lateral (e.g., CxR)
PAC	Premature Atrial Contraction(s)
Pacer	Pacemaker
PACU	Post Anesthesia Care Unit
PAD	Peripheral Artery Disease
PAH	Pulmonary Arterial Hypertension
Palp	Palpation
PANO	Panoramic Radiographic Image
PaO ₂	Arterial Oxygen Pressure
PAP	Periapical Pathology (<i>dental</i>)
Pap	Papanicolaou's Smear
PARA	Number of Pregnancies Producing Viable Offspring
Path	Pathology
PCL	Posterior Cruciate Ligament
PCN	Penicillin
PCOS	Polycystic Ovarian Syndrome
PCO ₂	Carbon Dioxide Pressure
PCP	Primary Care Provider
PCR	Polymerase Chain Reaction
PDA	Patent Ductus Arteriosus
PDL	Periodontal Ligament
PE	Pulmonary Embolism
PE	Physical Examination
Peds	Pediatrics
PEEP	Positive End Expiratory Pressure
Per	By
Perf	Perforation
Peri	Perineum, Perineal
Peri	About or Around (when used as adjective: e.g., Peri-Orbital)
Perio	Periodontitis/Periodontal
Perio-re eval	Periodontal Reevaluation
Perio Main	Perio Maintenance
PERL	Pupils Equal and Reactive to Light
PERRLA	Pupils Equal, Round, and Reactive to Light and Accommodation

PET	Positron Emission Tomography
PFB	Pseudo Folliculitis Barbae
PFM	Porcelain Fused to Metal
PFO	Patent Foramen Ovale
PFT	Pulmonary Function Test
pH	Hydrogen Ion Concentration
Pharm	Pharmacy
Pharm D	Doctor of Pharmacy
PhD	Doctor of Philosophy
PHI	Protected Health Information
PHx	Past History
Phys	Physician
PI	Protease Inhibitor
PID	Pelvic Inflammatory Disease
PIH	Pregnancy Induced Hypertension
PIP	Proximal Interphalangeal
Plt	Platelet
PM	Evening
PMH	Past Medical History
PMN	Polymorphonuclear Leukocyte
PMR	Polymyalgia Rheumatica
PMRB	Psychotropic Medication Review Board
PMS	Premenstrual Syndrome, Postmenopausal Syndrome
PND	Paroxysmal Nocturnal Dyspnea
PO	by Mouth
PO2	Partial Pressure of Oxygen
POE	Periodic Oral Evaluation
POI	Post Operation Instructions
Polio	Poliomyelitis
Pos	Positive
Post	Posterior
Post-Op	Post Operation (After Operation)
PP	Post-partum
PPE	Personal Protective Equipment
PPD	Purified Protein Derivative (of Tuberculin)
PPM	Parts per Million

PR	Per Rectum (Rectally)
PRBC	Packed Red Blood Cells
Pre-Alb	Pre-Albumin
Pre-Op	Preoperative
PREA	Prison Rape Elimination Act
Prelim	Preliminary
Prep	Preparation
PRN	As Needed
PROM	Premature Rupture of Membranes
PROPHY	Prophylaxis
Prosth	Prosthodontics/Prosthe(tic)(sis)
PSA	Prostatic Specific Antigen
PSA	Posterior Superior Alveolar (<i>dental</i>)
PSR	Periodontal Screening and Recording
PSVT	Paroxysmal Supraventricular Tachycardia
Psy D	Doctor of Psychology
Psych	Psychiatry/Psychology
pt	Patient
PT	Prothrombin Time
PT	Physical Therapy
PTCA	Percutaneous Transluminal Coronary Angioplasty
PTH	Parathyroid Hormone
PTSD	Post Traumatic Stress Disorder
PTT	Partial Thromboplastin Time
PUD	Peptic Ulcer Disease
Pulm	Pulmonary
PV	Parole Violator
PVC	Premature Ventricular Contraction
PVD	Peripheral Vascular Disease
PWB	Partial Weight Bearing

- Q -

q	Every
q2h	Every Two Hours
QA	Quality Assurance

qam	Every Morning
QC	Quality Control
qh	Every Hour
QID	Four Times a Day
QM	Quality Management
qns	Quantity(ies) Not Sufficient
qpm	Every Evening
Qt	Quart
qwk	Every week

- R -

R	Respiration
R, RT.	Right
R/O	Rule Out
R/S	Reschedule
R/t	Related to
RA	Rheumatoid Arthritis
RAD	Radiation Absorbed Dose
RBBB	Right Bundle Branch Block
RBC	Red Blood Cell
RCA	Right Coronary Artery
RCT	Root Canal Therapy
RD	Registered Dietitian
RDA	Recommended Daily Allowance
RDS	Respiratory Distress Syndrome
Re	Regarding
Rec	Recommend (ed)
Rec'd	Received
Re-Eval	Re-Evaluation
Ref	Reference, Referr (ed) (al)
Reg	Regular
RESP	Respira (tory), (tions)
Retic	Reticulocyte
RF	Rheumatoid Factor
Rh	Rhesus Factor in Blood
RIND	Reversible Ischemic Neurologic Deficit

RLE	Right Lower Extremity
RLL	Right Lower Lobe (Lung)
RLQ	Right Lower Quadrant (Abdomen)
RMH	Review of Medical History
RML	Right Middle Lobe (Lung)
RN	Registered Nurse
ROI	Release of Information
ROM	Range of Motion
ROS	Review of Systems
RPh	Registered Pharmacist
RPD	Removable Partial Denture
RPR	Rapid Plasma Reagin Test
RR	Respiratory Rate
RRR	Regular Rhythm and Rate
RSR	Regular Sinus Rhythm
RSV	Respiratory Syncytial Virus
Rt	Right
RTC	Return to Clinic
RUE	Right Upper Extremity
RUL	Right Upper Lobe (Lung)
RUQ	Right Upper Quadrant (Abdomen)
RV	Right Ventricle
RVH	Right Ventricular Hypertrophy
Rx	Prescription

- S -

̄	Without
S	Subjective
S/P	Status Post
SA	Suicide Attempt
SA	Sino-atrial
SAH	Subarachnoid Hemorrhage
SBE	Subacute Bacterial Endocarditis
SBO	Small Bowel Obstruction
SBP	Spontaneous Bacterial Peritonitis
SBP	Systolic Blood Pressure

SC, sc	Sick Call
SCC	Squamous Cell Carcinoma
Sched	Schedule (d)
SCM	Sternocleidomastoid
Sed Rate	Sedimentation Rate
Septo	Septocaine
SG	Specific Gravity
SGOT	Serum Glutamic Oxaloacetic Transaminase
SGPT	Serum Glutamic Pyruvate Transaminase
SH	Social History
SI	Suicidal Ideation
SIB	Self-Injurious Behavior
SIDS	Sudden Infant Death Syndrome
SIG	let it be marked (prescription)
SL	Sublingual
SLE	Systemic Lupus Erythematosus
SLR	Straight-Leg Raising
sm	Small
SME	Subject Matter Expert
SMI	Serious Mental Illness
SMU	Special Management Unit
SNF	Skilled Nursing Facility
SNRI	Serotonin Norepinephrine Reuptake Inhibitor
SNU	Special Needs Unit
SOAPE	Subjective, Objective, Assessment, Plan and Education
SOB	Shortness of Breath
Sol	Solution
SOTP	Sex Offender Treatment Program
SP	Suicide Precaution(s)
Sp Gr	Special Gravity
Spec	Specimen
SRA	Suicide Risk Assessment
SROM	Spontaneous Rupture of Membranes
SRP	Scaling and Root Planing
SSC	Stainless Steel Crown
SSD	Social Security Disability

SSE	Soap Suds Enema
SSI	Supplemental Security Income
SSN	Social Security Number
SSRI	Selective Serotonin Reuptake Inhibitor
SSS	Sick Sinus Syndrome
Staph	Staphylococcus
Stat	Immediately
STD(s)	Sexually Transmitted Disease(s)
STI(s)	Sexually Transmitted Infection(s)
Strep	Streptococcus
SubQ	Subcutaneous
Sup	Superior
Supp	Suppository
Surg	Surgical
Surg	Surg(ery) (ical) (eon)
Susp	Suspension
SVN	Small Volume Nebulizer
SVT	Supraventricular Tachycardia
SW	Suicide Watch
Sx	Surgery or Symptoms
Symp	Symptoms
SZ	Seizure
- T -	
T	Temperature
T&A	Tonsillectomy and Adenoidectomy
T1-T12	Thoracic Vertebrae, 1 through 12
T4	Thyroxine, tetraiodothyronine
Tab	Tablet(s)
TABE	Test of Adult Basic Education
Tach	Tachycardia
TAH	Total Abdominal Hysterectomy
TAH-BSO	Total Abdominal Hysterectomy with Bilateral Salpingo-Oophorectomy
TB	Tooth Brushing (<i>dental</i>)
TB	Tuberculosis
TCA	Tricyclic Antidepressant
Td	Tetanus and Diphtheria

TD	Tardive Dyskinesia
TDaP	Tetanus, Diphtheria and Acellular Pertussis
Tech	Technician
TEE	Transesophageal Echocardiogram
Temp	Temporary
TENS	Transcutaneous Electrical Nerve Stimulation
THR	Total Hip Replacement
TIA	Transient Ischemic Attack
TIBC	Total Iron-Binding Capacity
TID	Three Times a Day
TIPS	Transjugular Intrahepatic Portosystemic Shunt Placement
tko	To Keep Open
TKR	Total Knee Replacement
TLC	Total Lung Capacity
TM	Tympanic Membrane
TMD	Temporomandibular Disorder
TMJ	Temporomandibular Joint
TNF	Tumor Necrosis Factor
TNM	Tumor-Nodes-Metastases
TNTC	Too Numerous to Count
TO	Telephone Order
TP	Treatment Plan
TPN	Total Parenteral Nutrition
TR	Tricuspid Regurgitation
Trig	Triglycerides
TSH	Thyroid Stimulating Hormone
TTE	Transthoracic Echocardiogram
TTP	Thrombotic Thrombocytopenic Purpura
TURP	Transurethral Resection of the Prostate
TW	This Writer
Tx	Therapy, Treatment
Tx Plan	Treatment Plan

- U -

U/S	Ultrasound
UA	Upper Anterior (<i>dental</i>)

UA	Urinalysis
UC	Ulcerative Colitis
UGI	Upper Gastrointestinal
UINF	Upper Infiltration
UL	Upper Left
UM	Utilization Management
unilat	Unilateral
Unk	Unknown
UR	Upper Right (<i>dental</i>)
UR	Utilization Review
URC	Utilization Review Committee
URI	Upper Respiratory Infection
UTI	Urinary Tract Infection

- V -

VA	Visual Acuity
Vag	Vaginal
Vag Hyst.	Vaginal Hysterectomy
Vasc	Vascular
VC	Vital Capacity
VDRL	A flocculation test for Syphilis
VF	Ventricular Fibrillation
VH	Visual Hallucinations
Vit	Vitamin
VLDL	Very Low Density Lipoprotein
VO	Verbal Order
Vol	Volume
VS	Vital Signs
vs	versus
VSD	Ventricular Septal Defect
VSS	Vital Signs Stable
Vtach	Ventricular Tachycardia

- W -

w	Width
w/	with

W/C	Wheelchair
w/o	without
WAIS	Wechsler Adult Intelligence Scale
WBC	White Blood Cell
WD	Well Developed
WHNP	Women's Health Nurse Practitioner
WK	Week
WN	Well Nourished
WNL, wnl	Within Normal Limits
Wt.	Weight

- X -

x	Times
XR	X-ray

- Y -

y/o	Years Old
Yr	Year
YTD	Year to Date

- Z -

P-A-08.04A Health Record Inventory Entry into IHAS (Inmate Health Appointment System)

RELEASED OFFENDERS

Processing released records:

Pull records in date order of release – obtain all old volumes.

If all volumes are not available, the Medical Record Supervisor and Medical Record Monitor are to be notified to issue an “APB” to the Medical Record Librarian’s (MRL) to search for the missing volumes.

Put volumes in box and log at same time into the IHAS Medical Record Inventory database. Leave two inches of space so records are able to be accessed and the box is not too heavy.

You will have 2 barcodes with the same number. Attach blue barcode label to the middle of the short side of the box.

This is the IHAS Medical Record Inventory screen to use when adding a released record to the database.



Enter: ADCRR #- then hit “enter” This will pull up the inmate’s last name and other information. On the right side of the screen it will show if the inmate is Inactive or Active. If ACTIVE, it will show the complex name and unit. Verify inmate location in the electronic health record or the Arizona Correctional Information System (ACIS). Send the record to Medical Records at the unit. Since the record is not being sent to storage- hit “Clear”. If inmate is INACTIVE, continue with data entry:



Box #- this is the barcode number. Enter RF number. Hit “Enter” and this will populate the “Atlantic #” field under the Box # field. Make sure the box number and Atlantic number are the same number if not cancel out the entire entry by using the “clear” and reenter the information.

File Type: Select “F” for folder- green chart or “M” for manila folder-loose filing.

Volumes: Enter volume number (be specific for each volume). Hold down the “Ctrl” button to enter additional volume numbers. You will enter the volume numbers, not the number of volumes.

Release Date Past: The release date that is listed should be the current release date. Compare the date listed in IHAS with the release date in ACIS. They should match the release date on the record. If the date in IHAS is later than the release record and the inmate did not return to custody after release from your unit, then change the release date on the calendar which is located to the right of the Release date to the correct release date. If the Release Date is later than what is listed in the record that may mean that the inmate returned to custody at another unit and the chart was not sent there. The inmate was then released from another unit. Check ACIS for clarification. Do not change the Release date. In the COMMENTS field write the release date from your unit and the unit name.

COMMENTS: Type in the name of the unit the chart was released from and your first initial and full last name.

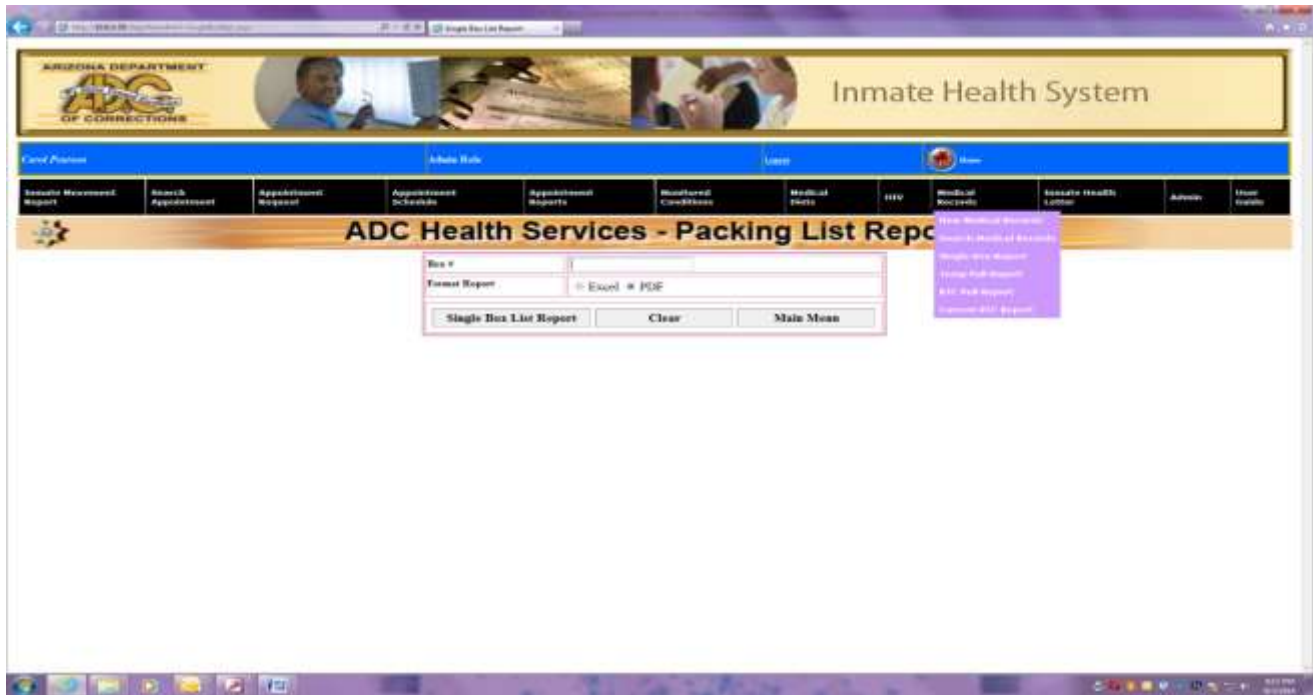
Continue to fill the box with other released inmate records.

Attach the other barcode to the data sheet for Release Boxes.

Each facility (private or state run) is responsible for entering box information into Contracted Storage Facility database.

Do not tape the boxes until they are ready to be delivered to the Contracted Storage Facility.

Place a copy of the Single Box Report inventory log in the box.



Keep a copy of the Single Box Report inventory log for your records.

Notify the Medical Record Monitor if there are any deletions that need to be made from the system.

Write the date on the Single Box Report inventory log with the date of the delivery to the receiving location. Write the name of the person delivering the boxes to storage.

Retain logs for 3 years.

Any loss or absence of a record will be reported immediately to the Medical Records Monitor.

P-D-03.01A Man Down Bag Minimum Requirements

<i>Quantity</i>	<i>Item</i>
Medication Requirements	
1 bottle of 36 pills	Aspirin 325 mg
2	Diazepam 5mg/mL 2mL syringe
1	Diphenhydramine 50 mg/mL (syringe)
2	Epinephrine pen syringe
3	Glucose (15 gm) 40% gel
1	Glucose Tablets
2	Glucagon Emergency Kit 1 mg
4	Narcan 2 mg/2 mL syringe
1 bottle	Nitroglycerin 2% ointment
1 bottle of 25 pills	Nitroglycerin 0.4 mg sublingual
Assessment/Equipment Kit	
1	Glucometer
1 bottle	Test Strips
5	Lancets
4	Triple A batteries
1 each	Oral airways: 80 mm, 90 mm, 100 mm, 110 mm
2	Oxygen tubing
1	Ambu bag
1	Bulb Suction
1	Stethoscope
1	Blood Pressure cuff
1	Pen Light
1	Pulse Oximeter
1	Clip board with SOAPE notes, Refusal form, and a pen
1	Personal Protective Equipment (PPE) set
1	Small Sharps Container
1	Hand disinfectant

<i>Quantity</i>	<i>Item</i>
IV Set-up	
2	18 gauge IV Catheter
2	20 gauge IV Catheter
1 box	Alcohol prep pads
5	Opsite IV dressing
2	Betadine scrub and ointment
3	IV Tubing Set
2	Tourniquet
8 pair of each	Latex-free gloves: small, medium, and large
1	D5W 1000 mL bag
1	0.9% NaCl 1000 mL bag
Injury Kit	
2	Clavicle splint
2	Cervical Collar
2	Extremity splint
2	Ace Wrap 4 inch
Dressing Kit	
1	Eye wash
10	ABD Dressing
4	Kerlix roll
1	Scissors
2	Medical Tape 1 inch (non-allergenic)
2	Oval eye dressing

Interested in Health Screenings or Vaccinations?

Submit an HNR for:

- Annual Influenza vaccination
- Required CDC immunizations for those diagnosed with a chronic condition
- Annual colorectal cancer screening for those between the ages of 45 and 75

Someter un HNR para:

- Vacuna de influenza anual
- Vacunas requeridas por CDC si es diagnosticada con una condición crónica
- Exámen anual de cáncer colorrectal para aquellos entre los años 45 y 75

¿Interesado en Proyecciones de Salud o Vacunaciones?