

**Resources:**

1. Chabner, D. (2007). *The language of medicine* (9<sup>th</sup> Edition)
2. [www.ismp.org](http://www.ismp.org) (Institute for Safe Medication Practices)
3. Covenant Health/ISMP Document: Do Not Use List
4. Medical Terminology Packet – IM 1

**Learning Outcomes:**

**Upon completion of the Medical Terminology class, the student will be able to:**

1. Interpret medical terms by recognizing and finding the meanings of individual word parts
2. Define medical terms based on word composition
3. Utilize medical chart information for the completion of the nursing process while in the clinical setting
4. Interpret medical symbols and use them appropriately in nursing documentation
5. Utilize the military time format appropriately and accurately in nursing documentation
6. Interpret the individual emergency codes utilized by the Covenant Health System (CHS)

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**Practice quizzes 1, 2, 3, and 4 can be found on LMS**

- **Medical Terminology Packet-Nursing 101**

### Combining Forms: Roots, Prefixes, and Suffixes

A- Root, Prefix, or Suffix	A- Meaning	A- Examples
a-, an-	no; not; without	apathetic; <b>analgesia</b>
ab-	away from	<b>abduction</b>
ad-	toward; near	<b>adduction</b> ; <b>adrenal</b>
abdomin/o	abdomen	<b>abdominal</b>
-ac, -al,	pertaining to	cardiac, abdominal
-an, -ar, -ary	pertaining to	ovarian, cellular, coronary
aden/o	gland	<b>adenocarcinoma</b>
adip/o	fat	<b>adipose</b>
-algnesia	sensitivity to pain	<b>analgesia</b>
-algia	pain	fibromy <b>algia</b>
ana-	up; apart; backward; again; anew	<b>anabolic</b> , <b>anaphylactic</b>
angi/o	vessel (blood)	<b>angiogram</b>
ante-	before; forward	<b>ante</b> partum
anter/o	front	<b>anterior</b>
anti-	against	<b>anti</b> hypertensive
aort/o	aorta (largest artery)	<b>aortic</b>
append/o, appendic/o	appendix	<b>appendicitis</b>
arter/o, arteri/o	artery	<b>arterial</b>
arthr/o	joint	<b>arthritis</b>
-ase	enzyme	lipase; streptokinase
audi/o, audit/o	hearing	<b>auditory</b>
aut/o, aut-, auto	self, own	<b>auto</b> immune
axill/o	armpit	<b>axillary</b>

B- Root, Prefix, or Suffix	B- Meaning	B- Examples
Bacteri/o	bacteria	<b>bacteremia</b>
bi-	two	<b>bilateral</b>
bil/i	bile; gall	<b>biliary</b>
brachi/o	arm	<b>brachial</b>
brady-	slow	<b>bradycardia</b>
bronch/o, bronchi/o	bronchial tube	<b>bronchoscopy</b>
bucc/o	cheek	<b>buccal</b>

C- Root, Prefix, or Suffix	C- Meaning	C- Examples
calc/o	calcium	hypocalcemia
carcin/o	cancerous; cancer	<b>carcinogenic</b>
cardi/o	heart	<b>cardiac</b>
-cele, coele	swelling, hernia	broncho <b>cele</b> , hydro <b>coele</b>
cell/u	cell level	<b>cellulitis</b> ; <b>cellular</b>
-centesis	surgical puncture to remove fluid	thorac <b>centesis</b>
cerebr/o	cerebrum (largest part of brain)	<b>cerebral</b>
cervic/o	neck	<b>cervical</b>
chol/e	bile; gall	<b>cholesterol</b>
cholecyst/o	gallbladder	<b>cholecystitis</b> ; <b>cholecystectomy</b>
-cidal	pertaining to killing	germic <b>idal</b>
col/o, colon/o	colon (large intestine)	<b>colonoscopy</b>
comi/o	to care for	nosocomial infection
contra-	against; opposite	<b>contra</b> indicated
coron/o	heart	<b>coronary</b>
cost/o	rib	<b>costophrenic</b> border

<b>cran/i</b>	skull	<b>cranial</b>
<b>cyan/o</b>	blue	<b>cyanotic</b>
<b>cyst/o</b>	urinary bladder, cyst, sac of fluid	<b>cystogram</b>
<b>cyt/o, -cyte</b>	cell	<b>cytotoxic, leukocyte</b>

D- Root, Prefix, or Suffix	D- Meaning	D- Examples
<b>de-</b>	lack of, less	<b>dementia</b>
<b>derm/o, derma, dermat/o</b>	skin	<b>dermatitis; xeroderma</b>
<b>diaphor/o</b>	sweat	<b>diaphoresis</b>
<b>dist/o</b>	far; distant	<b>distal</b>
<b>dors/o, dorsi</b>	back (of body)	<b>dorsal</b>
<b>dys-</b>	bad; painful; difficult; abnormal	<b>dysphagia</b>

E- Root, Prefix, or Suffix	E- Meaning	E- Examples
<b>-eal</b>	pertaining to	<b>corneal; tracheal</b>
<b>-ectomy</b>	removal; excision; resection	<b>cholecystectomy</b>
<b>-emia</b>	blood condition	<b>bacteremia; septicemia</b>
<b>-emic</b>	pertaining to blood condition	<b>anemic</b>
<b>end-, end/o</b>	in; within	<b>endometriosis; endoscopic</b>
<b>enter/o</b>	intestines (usually small intestine)	<b>enteritis</b>
<b>epi-</b>	above; upon; on	<b>epidermis; epigastric</b>
<b>erythr/o</b>	red	<b>erythrocyte</b>
<b>erythem/o</b>	flushed; redness	<b>erythemic</b>
<b>-esis</b>	action; condition; state of	<b>prosthesis</b>
<b>ex-</b>	out; away from	<b>external</b>

G- Root, Prefix, or Suffix	G- Meaning	G- Examples
<b>gastr/o</b>	stomach	<b>gastritis</b>
<b>-genesis</b>	producing; forming	<b>pathogenesis; glucogenesis</b>
<b>-ger/i, geront/o</b>	old age	<b>geriatrics; gerontology</b>
<b>gluc/o, glyco/o</b>	glucose; sugar	<b>glucogenesis; glycolysis</b>
<b>-gram</b>	record	<b>electrocardiogram; venogram</b>
<b>-graphy</b>	process of recording	<b>echocardiography</b>

H- Root, Prefix, or Suffix	H- Meaning	H- Examples
<b>hem/o, hemat/o</b>	blood	<b>hematuria</b>
<b>hemi-</b>	half	<b>hemiplegic</b>
<b>hepat/o</b>	liver	<b>hepatomegaly</b>
<b>herni/o</b>	hernia	<b>herniate</b>
<b>hydr/o</b>	water	<b>hydrocoele</b>
<b>hyper-</b>	above, excessive, greater than normal	<b>hyperglycemic; hypertension</b>
<b>hypo-</b>	deficient; below; less than normal	<b>hypoglycemic; hypodermic</b>
<b>hyster/o</b>	uterus; womb	<b>Hysterectomy</b>

I- Root, Prefix, or Suffix	I- Meaning	I- Examples
<b>-ia</b>	condition	<b>hyperthermia</b>
<b>-iac, -ic, -ine, -ior</b>	pertaining to	<b>cardiac, alcoholic, adrenaline, anterior</b>
<b>-iasis</b>	abnormal condition	<b>cholelithiasis</b>
<b>ile/o</b>	ileum	<b>ileus</b>
<b>inguin/o</b>	groin	<b>inguinal</b>
<b>inter-</b>	between	<b>interstitial space</b>
<b>intra-</b>	within; into	<b>intradental</b>
<b>-ism</b>	process; condition	<b>alcoholism</b>
<b>-ist</b>	specialist	<b>psychologist; respiratory therapist</b>
<b>-itis</b>	inflammation	<b>cellulitis</b>

J- Root, Prefix, or Suffix	J- Meaning	J- Examples
<b>jaund/o</b>	yellow	<b>jaundice</b>

jejun/o	jejunum	jejunostomy tube; jejunal tube
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K- Root, Prefix, or Suffix	K- Meaning	K- Examples
Kal/i	potassium	hyperkalemia
ket/o, keton	ketones; acetones	ketoacidosis
kyph/o	hunch back	kyphosis

L- Root, Prefix, or Suffix	L- Meaning	L- Examples
lapar/o	abdominal wall; abdomen	laparoscopic
later/o	side	bilateral
leuk/o	white	leukocytes
lip/o	lipid; fat	hyperlipidemia; liposuction
lob/o	lobe	pneumo-lobotomy
-logy	study (process of)	cardiology; neurology
-lysis	breakdown; separation; destruction	thrombolysis

M- Root, Prefix, or Suffix	M- Meaning	M- Examples
mal-	bad	malodorous
mamm/o, mast/o	breast	mammography; mastectomy
medi/o	middle	medial
-megaly	enlargement	hepatomegaly
melan/o	black	melanoma
-ment/o	mind	dementia
my/o	muscle	myocardium

N- Root, Prefix, or Suffix	N- Meaning	N- Examples
narc/o	numbness; sleep	narcotic drug
nas/o	nose	nasogastric tube
natr/o	sodium	hypernatremia
necr/o	death	necrotic tissue; necrosis
nephro/o	kidney	nephrotoxic
neur/o	nerve	neurologist
norm/o	rule; order	normotensive
nos/o	infection	nosocomial

O- Root, Prefix, or Suffix	O- Meaning	O- Examples
ocul/o	eye	ocular
ophthalm/o,	eye	ophthalmologist
opt/o, optic/o	eye; vision	optical
-oid	resembling; derived from	thyroid
olig/o	scant; slight	oliguria
-oma	tumor; mass; fluid collection	carcinoma
onc/o	tumor	oncologist
oophor/o	ovary	oophorectomy
-osis	condition, usually abnormal	thrombosis
oste/o	bone	osteocytes
ot/o	ear	ototoxic
-ous	pertaining to	malodorous; cancerous
-oxia; -oxic	oxygen	anoxia; hypoxic

P- Root, Prefix, or Suffix	P- Meaning	P- Examples
pancreat/o	pancreas	pancreatitis
para-	near; beside; apart from; along side of	paraplegic
-paresis	weakness	hemiparesis
path/o	disease	pathophysiology
-pathy	disease; emotion	neuropathy; empathy
pector/o	chest	pectoral
-penia	deficiency	thrombocytopenia; leucopenia

<b>-phagia</b>	eating; swallowing	<b>Dysphagia</b>
<b>phas/o, phasia</b>	speech	<b>Dysphasia</b>
<b>phleb/o</b>	vein	<b>Phlebotomist</b>
<b>-plasia</b>	development; formation; growth	<b>Hyperplasia</b>
<b>-plasty</b>	surgical repair	<b>Rhinoplasty</b>
<b>-plegia, -plegic</b>	paralysis; palsy	<b>paraplegia; hemiplegic</b>
<b>-pnea</b>	breathing	<b>apnea; dyspnea</b>
<b>pneum/o, pneumon/o</b>	lung; air; gas	<b>pneumothorax</b>
<b>post-, poster/o</b>	after; behind	<b>postoperative; posterior</b>
<b>pre-</b>	before; in front of	<b>preoperative</b>
<b>proxim/o</b>	near	<b>proximal</b>
<b>pseudo</b>	false; fake	<b>pseudotumor</b>
<b>pulmon/o</b>	lung	<b>pulmonary</b>
<b>purul/o</b>	pus	<b>purulent</b>

Q- Root, Prefix, or Suffix	Q- Meaning	Q- Examples
<b>quadri-</b>	four	<b>quadriceps</b> muscle

R- Root, Prefix, or Suffix	R- Meaning	R- Examples
<b>rhino</b>	nose	<b>rhinoplasty</b>
<b>-rrhage</b>	bursting forth (of blood)	<b>hemorrhage</b>
<b>-rrhea</b>	flow, discharge	<b>rhinorrhea</b>

S- Root, Prefix, or Suffix	S- Meaning	S- Examples
<b>sanguin/o</b>	fluid- blood	<b>serosanguinous</b>
<b>-sclerosis</b>	hardening	<b>arteriosclerosis</b>
<b>-scope</b>	Instrument to visually examine	<b>endoscope</b>
<b>-scopy</b>	process of visually examining w/ a scope	<b>arthroscopy</b>
<b>-sect</b>	to cut	<b>transect</b>
<b>seps/o</b>	infection	<b>sepsis</b>
<b>ser/o</b>	fluid-serum; clear	<b>serous; serosanguinous</b> drainage
<b>-sis</b>	state of	<b>sepsis</b>
<b>-spasm</b>	sudden contraction of muscle	<b>venospasm</b>
<b>-stasis</b>	to stop; control; place	<b>hemostasis</b>
<b>-static</b>	pertaining to stopping; controlling	<b>hemostatic</b>
<b>-stenosis</b>	tightening; narrowing	<b>arteriostenosis; urethrostenosis</b>
<b>stern/o</b>	sternum	<b>substernal</b>
<b>-stomy</b>	new opening (to form a mouth)	<b>gastrostomy; jejunostomy</b>
<b>sub-</b>	under; below	<b>subarachnoid</b> hemorrhage
<b>supra-</b>	above; upper	<b>suprasternal</b>
<b>syncop/o</b>	faint	<b>syncopal</b> episode

T- Root, Prefix, or Suffix	T- Meaning	T- Examples
<b>tachy-</b>	fast	<b>tachycardia</b>
<b>-tension; -tensive</b>	pressure	<b>hypertension; hypertensive</b>
<b>therm/o</b>	heat	<b>thermometer</b>
<b>thorac/o</b>	chest	<b>thoracic</b>
<b>-thorax</b>	chest; pleural cavity	<b>pneumothorax</b>
<b>thromb/o</b>	clot	<b>thrombosis</b>
<b>thyroid/o</b>	thyroid gland	<b>thyroidectomy</b>
<b>-tic</b>	pertaining to	<b>spastic</b> bladder
<b>-tomy</b>	process of cutting	<b>colostomy</b>
<b>-toxic</b>	poison	<b>nephrotoxic; ototoxic</b>
<b>trache/o</b>	trachea	<b>tracheostomy</b>
<b>trans-</b>	across; through	<b>transect</b>
<b>tri-</b>	three	<b>tricuspid</b> valve
<b>-trophy</b>	development-condition of	<b>hypertrophy</b>

U- Root, Prefix, or Suffix	U- Meaning	U- Examples
<b>umbilic/o</b>	umbilicus; navel	<b>umbilical</b> cord
<b>uni-</b>	one	<b>unilateral</b>
<b>ur/o</b>	urine; urinary tract	<b>urosepsis</b>
<b>ureter/o</b>	ureter	<b>ureteral</b> stent
<b>urethr/o</b>	urethra	<b>urethrostenosis</b>
<b>-uria</b>	urination; condition of urine	oliguria; <b>dysuria</b>
<b>urin/o</b>	urine	<b>urinary</b> tract
<b>-us</b>	structure; thing	thrombus; <b>umbilicus</b>
<b>uter/o</b>	uterus; womb	<b>uterine</b> hemorrhage

V- Root, Prefix, or Suffix	V- Meaning	V- Examples
<b>vascul/o</b>	vessel (blood)	<b>vasculitis</b> ; <b>vascular</b>
<b>ven/o, ven/i</b>	vein	<b>venospasm</b>
<b>ventr/o</b>	abdominal side of the body	<b>ventral</b> hernia
<b>vertebr/o</b>	vertebra (backbone)	<b>vertebrosternal</b> rib

X- Root, Prefix, or Suffix	X- Meaning	X- Examples
<b>xer/o</b>	dry	<b>xerofoam</b> dressing; <b>xeroderma</b>

Y- Root, Prefix, or Suffix	Y- Meaning	Y- Examples
<b>-y</b>	condition; process	obesity, dusky

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## Abbreviations

### ISMP and Covenant Official “Do Not Use” List<sup>1</sup>

Do Not Use	Potential Problem	Use Instead
*Trailing zero (X.0 mg)	Decimal point is missed	Write X mg
* Lack of a Leading zero (.X mg)	Decimal point is missed	Write 0.X mg
MS MSO4 and MgSO4	Can confuse morphine sulfate for magnesium sulfate	Write "morphine sulfate" or "magnesium sulfate"
HS (Half Strength) hs (hour of sleep)	Confused with each other	Write “Half Strength” Write “hour of sleep”
QD, Q.D. (daily) QOD, Q.O.D. (every other day)	Mistaken for each other; periods can be confused	Write “daily” Write “every other day”
U or u	Confused as number or Volume	Write “unit”
IU	Confused as “IV”	Write “units”
μ for microgram - mcg	Confused with mg	Write “mcg”

<sup>1</sup> Applies to all orders and all medication-related documentation that is handwritten (including free-text computer entry) or on pre-printed forms.

**\*Exception:** A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.

## Abbreviations

A- Abbreviations	A- Meaning
ā	before ( <i>ante</i> )
AAA	abdominal aortic aneurysm - ( <i>will hear “Triple A”</i> )

abd	Abdomen
ABG	arterial blood gas
abx, ABX	antibiotic
a.c.	before meals ( <i>ante cibum</i> )
AC	Antecubital (elbow pit)
ADL	activities of daily living
ad lib.	as desired
AEB	as evidenced by
AKA	above the knee amputation
AMA	against medical advice
AMI	acute myocardial infarction
amb., amb	ambulate or ambulatory
AP	anteroposterior – ( <i>AP chest X-ray</i> )
ASAP	as soon as possible

B- Abbreviations	B- Meaning
BCP	birth control pills
BhCG	Beta hCG- serum pregnancy test
b.i.d., bid, BID	twice a day ( <i>bis in die</i> )
BKA	below the knee amputation
BLE	bilateral lower extremities
BLS	basic life support
BM	bowel movement
BMP	basic metabolic panel
BP, B/P	blood pressure
bpm	beats per minute
BRP	bathroom privileges
BS, bs	bowel sounds; blood sugar, breath sounds
BUN	blood urea nitrogen
Bx, bx	biopsy

C- Abbreviations	C- Meaning
C°	degrees Celsius or Centigrade
c	with
Ca	calcium
CA	cancer
cap	capsule
cath	catheter, catheterize
C & S	culture and sensitivity
c/o, C/O	complains of
CABG	coronary artery bypass graft(s) (pronounced Cabbage)
CAD	coronary artery disease
CT scan, CAT scan	computed tomography scan, computed axial tomography scan
CBC	complete blood count
CC or C.C.	chief complaint
	<b>cc</b> <i>cubic centimeter, same as mL (Do Not Use cc – use mL instead)</i>
CHF	congestive heart failure
CMP	comprehensive metabolic panel
CNS	central nervous system
COPD	chronic obstructive pulmonary disease
CPAP	continuous positive airway pressure
CPR	cardiopulmonary resuscitation
CRF	chronic renal failure
CSF	cerebrospinal fluid
CTA	clear to auscultation
CV	cardiovascular
CVA	cerebrovascular accident

CXR	chest x-ray
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D- Abbreviations	D- Meaning
d	day
D/C, or d/c	discontinue, discharge
DM	diabetes mellitus
DNR	do not resuscitate
DOE	dyspnea on exertion
dsg, drsg	dressing
DVT	deep vein thrombosis
Dx, dx	diagnosis

E- Abbreviations	E- Meaning
EBL	estimated blood loss
ECG, EKG	electrocardiogram; elektrokardiogram in Britain
EEG	Electroencephalogram
EENT	eyes, ears, nose, and throat
ER; ED	Emergency Room; Emergency Department
ESRD	end stage renal disease
et al.	and others ( <i>et alii</i> )
ET-tube	Endotracheal tube
ETOH, EtOH	ethanol, alcohol
eval	evaluation

F- Abbreviations	F- Meaning
F°	degrees Fahrenheit
F/U, f/u	follow-up
Fe	iron
FFP	fresh frozen plasma
Fx., fx	fracture

G- Abbreviations	G- Meaning
GERD	gastroesophageal reflux disease
GI, G.I.	gastrointestinal
gtt(s)	drop/drops ( <i>guttae</i> )
GYN, gyn	gynecology
G-tube	Feeding tube in the stomach
GJ-tube	Feeding tube with two lumens, one into stomach, one into jejunum

H- Abbreviations	H- Meaning
H/H, Hgb/Hct	hemoglobin and hematocrit ( <i>Hemoglobin is always first</i> )
HA	headache
HHN	hand held nebulizer
HIPAA	Health Insurance Portability and Accountability Act ( <i>of 1996</i> )
HOB	head of bed
H & P	history and physical
HPI	history of present illness
	<b>HS, hs hour of sleep (at bedtime) or half strength – Do Not Use–Write it Out</b>
HTN	hypertension
Hx, hx	history

I- Abbreviations	I- Meaning
I & D	incision and drainage
ICU	Intensive Care Unit
IM, I.M.	intramuscular
I & O	intake and output
IS	incentive spirometer
IV	intravenous

J- Abbreviations	J- Meaning
JP, J-P	Jackson-Pratt drain
J-tube	feeding tube in the jejunum

K- Abbreviations	K- Meaning
K+	potassium
KCl	potassium chloride
Kg	kilograms
KUB, K.U.B.	(x-ray of) kidneys, ureter, bladder
KVO	keep vein open (IV rate approx. 20-30 mL/hr)

L- Abbreviations	L- Meaning
L	liter
Ⓛ, Lt, It	left
L&D	labor and delivery
LMP	last menstrual period
LOC	loss of consciousness, level of consciousness
LTAC	long term acute care
LUE, L.U.E.	left upper extremity
LLE, L.L.E.	left lower extremity
LUQ, L.U.Q	left upper quadrant
LLQ, L.L.Q	left lower quadrant
lytes	electrolytes

M- Abbreviations	M- Meaning
MAR	medication administration record
mcg	microgram ( <b>Do Not Use</b> □)
mEq	milliequivalent
mg	milligram
MI, M.I.	myocardial infarction
MICU	Medical Intensive Care Unit
mL	milliliter
MN	midnight
MODS	multiple organ dysfunction syndrome
MRI	magnetic resonance imaging
<b>MS, MSO<sub>4</sub>, MgSO<sub>4</sub></b>	<b>morphine sulfate – Do Not Use; Write it out</b>

N- Abbreviations	N- Meaning
NaCl	sodium chloride
NC	nasal cannula
NG, NGT	nasogastric tube
NICU	Neonatal Intensive Care Unit
NKA	no known allergies
NKDA	no known drug allergies
NPO	nothing by mouth ( <i>nil per os</i> )
NRB	non-rebreather mask ( <i>for oxygen delivery</i> )
NS	normal saline ( <i>0.9% NaCl</i> )
NSAID	non-steroidal anti-inflammatory drug
N/V	nausea and vomiting
N/V/D	nausea, vomiting, and diarrhea
NWB	non-weight bearing

O- Abbreviations	O- Meaning
O <sub>2</sub>	oxygen
OD	right eye
OS	left eye
O.U.	both eyes

OOB	out of bed
OTC	over the counter

P- Abbreviations	P- Meaning
p	after
PACU	Post Anesthesia Care Unit
pc, p.c.	after meals
PCA	patient controlled analgesia
PCP	primary care physician
PEG	percutaneous endoscopic gastrostomy tube
per	by ( <i>per Dr. T</i> ) or through ( <i>per PEG</i> )
peri care	perineal care
p.o.	by mouth ( <i>per os</i> )
pr	suppository route ( <i>per rectum</i> )
PRBC	packed red blood cells
pre-op, preop	preoperatively, before surgery
PRN, P.R.N., prn, p.r.n.	as needed, as necessary ( <i>pro re nata</i> )
Pt., pt.	patient
P.T.	physical therapy

Q- Abbreviations	Q- Meaning
q	every (q 1 hr = every hour; q 4 hrs = every 4 hours)
	<b>q.d.</b> <i>Write every day or day (on Do Not Use list)</i>
QID, Q.I.D., qid, q.i.d.	four times a day
	<b>QOD, Q.O.D., qod, q.o.d.</b> <i>Write every other day (on Do Not Use list)</i>
qs	every shift

R- Abbreviations	R- Meaning
○	
R, RT, Rt	right
RA	rheumatoid arthritis, right atrium, room air
r/t	related to
R/O	rule out
RLE	right lower extremity
RUE	right upper extremity
RUQ	right upper quadrant
RLQ	right lower quadrant
Rx	prescription

S- Abbreviations	S- Meaning
s	<b>without (<i>sine</i>)</b>
SAH	subarachnoid hemorrhage
SARS	Severe Acute Respiratory Syndrome
SCD	sequential compression devices
SICU	Surgical Intensive Care Unit
SIRS	Systemic Inflammatory Response Syndrome
SL	sublingual
SN, S.N.	student nurse
SNF	skilled nursing facility
SOB	shortness of breath
S/P	status post
S/S; Sx	signs and symptoms
S.S.I.	sliding scale insulin
STAT, Stat	IMMEDIATELY, Now
sub-Q	subcutaneous

T- Abbreviations	T- Meaning
tachy	<b>tachycardia</b>

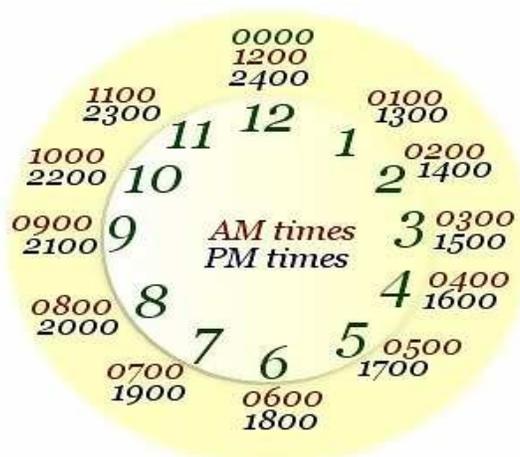
T	temperature
T & C	type and crossmatch
TB, Tb	tuberculosis
TCDB	turn, cough, and deep breathe
TEDs	thromboembolic disease support hose
TIA	transient ischemic attack
TID, T.I.D., tid, t.i.d.	three times a day
TKO	to keep open (IV rate approx. 20-30 mL/hr)
tol, tol.	tolerated
TPCN	Total Patient Care Nurse
TPR	temperature, pulse, and respiration
tsp	teaspoon (5 ml)
Tbsp, tbsp	tablespoon (15 ml)
Tx	treatment

U- Abbreviations	U- Meaning
<i>U, IU</i>	<i>Unit, International Unit (on Do Not Use list) - write out unit</i>
<b>UA</b>	urinalysis
<b>URI</b>	upper respiratory infection
<b>UTI</b>	urinary tract infection

V- Abbreviations	V- Meaning
<b>VBG</b>	<b>Venous Blood Gas</b>
<b>VS</b>	vital signs

W, Y- Abbreviations	W, Y- Meaning
<b>WBAT</b>	<b>weight bearing as tolerated</b>
<b>WBC</b>	white blood cell count
<b>y/o, YO</b>	year old

<b>Rule for Leading Zero</b>	0.5 mg - ALWAYS use a zero <b>BEFORE</b> a decimal point (Not .5 mg)
<b>Rule for Trailing Zero</b>	1 mg - NEVER use a zero <b>AFTER</b> a decimal point (Not 1.0 mg)



## MILITARY TIME

- Highest number is 2359 (11:59 pm); Lowest number is 0000 (12:00 am/midnight)
- 12 noon = 1200
- Can convert either way for PM times
  - Civilian to military= (1200 + civilian time)
  - Military to civilian= (military time – 1200)

Standard Time	Military Time
May have 3-4 digits	Always has 4 digits
Based on a 12-hour system	Based on a 24-hour system
Has a colon between the hour and minutes	Never has a colon
Includes a.m., p.m., noon, or midnight after the numbers	

**Ex:** Civilian to Military: 8:15 pm + 1200 = 2015  
 Military to Civilian: 1734 – 1200 = 5:34 pm

Symbol	Meaning
⇌ or ⇄	reversible reaction
△	change
↑	increase, above, elevated

↓	decrease, below, decreased
≤	less than or equal to ( <b>better to write out- on do not use list</b> )
≥	greater than or equal to ( <b>better to write out- on do not use list</b> )
°	degree (10°C, 10°F) or Hour ( 24° urine collection) ( <b>better to write out hour- on do not use list</b> )
≠	not equal to
=	equal to
#_	number when before (#5 = number 5)
_#	pounds when after (5# = 5 pounds)
%	percent
'	feet (12' = 12 feet)
"	inches (10" = 10 inches)
/	per (10mg/1 mL = 10mg per 1 mL) or divided by ( <b>better to write out- on do not use list</b> )
×	times (3 x 5 = 15)
÷	divided by (10 ÷ 5 = 2)
:	ratio (5:10 is same as 1:2)
+	plus, add, positive ( <b>better to write out- on do not use list</b> )
-	minus, subtract, negative
&	and ( <b>better to write out- on do not use list</b> )
ι	one
π	two
ππ	three
πππ	four
2°	secondary to
♀	female
♂	male

## Charting Terms

### ABDOMEN

taut

1. large and extends outward
  2. hard, board like
  3. soft, flabby
  4. swollen, rounded
  5. filled with gas
  6. hangs down
  1. protuberant, distended
  2. hard, rigid, distended, tympanic,
  3. relaxed, flaccid
  4. distended, edematous
  5. tympanic, flatulent
  6. pendulous
-

<b>AMOUNTS</b>	1. large amounts of drainage 2. medium amount of drainage 3. small amount of drainage	1. profuse, copious 2. moderate 3. scant
<b>BACK</b>	1. Hunchback 2. small of back 3. swayback	1. kyphosis 2. lumbar region 3. lordosis
<b>BLEEDING</b>	1. nose bleed 2. blood in urine 3. spitting up of blood 4. positive blood in stool	1. epistaxis 2. hematuria 3. hemoptysis 4. Guaiac positive_____
<b>BREATH</b>	1. unpleasant 2. foul 3. with sweet fruit-like odor 4. urinous odor	1. halitosis 2. fetid 3. fruity, sweet 4. odor of ammonia
<b>BREATHING</b>	1. breathing 2. difficult breathing 3. short periods when breathing has ceased 6. inability to breathe while lying down 7. rapid breathing 8. increasing dyspnea with periods of respirations	1. respiration 2. dyspnea 3. apnea 6. orthopnea 7. tachypnea 8. Cheyne-Stokes
	apnea	
<b>CONSCIOUSNESS</b>	1. alert, fully conscious, oriented to date, time, place 2. only partly conscious 3. unconscious, but can be aroused 4. unconscious, cannot be aroused	1. A&O x3 2. semi-conscious 3. stuporous 4. comatose
<b>COUGH</b> productive,	1. type of cough 2. occurring in spasms 3. coughing up or expectoration of blood 4. barking	1. continuous, persistent, nonproductive, dry, hacking 2. spasmodic 3. hemoptysis 4. stridulous
<b>DECAY</b> necrotic	1. dead tissue	1. tissue necrosis,
<b>DEFECATION</b>	1. frequent liquid defecation 2. color of stool black, yellow, streaked with blood	1. diarrhea 2. clay or dark brown, green, tarry,

	3. constituents of stool formed, watery,	3. liquid, soft or hard
		semi-formed, constipated, undigested food, mucoid_____
<b>DRAINAGE</b>	<ol style="list-style-type: none"> <li>1. containing pus</li> <li>2. bloody</li> <li>3. of lymphatic fluid</li> <li>4. contains mucus and pus</li> <li>5. tough, sticky</li> <li>6. bloody, lymphatic (serous)</li> </ol>	<ol style="list-style-type: none"> <li>1. purulent</li> <li>2. sanguineous</li> <li>3. serous</li> <li>4. mucopurulent</li> <li>5. tenacious</li> <li>6. serosanguineous</li> </ol>
<b>EDEMA</b>	Swelling in extremities, after depressing for 5 seconds:	
	<ol style="list-style-type: none"> <li>1. indented 2 mm</li> <li>2. indented 4 mm</li> <li>3. indented 6 mm</li> <li>4. indented 8 mm</li> </ol>	<ol style="list-style-type: none"> <li>1. 1+ edema</li> <li>2. 2+ edema</li> <li>3. 3+ edema</li> <li>4. 4+ edema</li> </ol>
<b>EMESIS</b>	<ol style="list-style-type: none"> <li>1. produced by conscious effort of patient</li> <li>2. ejected a few feet distance</li> <li>3. if blood is noticeable</li> </ol>	<ol style="list-style-type: none"> <li>1. induced</li> <li>2. projectile</li> <li>3. hematemesis</li> </ol>
<b>EYES</b>	<ol style="list-style-type: none"> <li>1. sharpness of vision</li> <li>2. yellow in color</li> <li>3. puffy, swollen</li> <li>4. drooping eyelids</li> <li>6. unusually sensitive to light</li> <li>7. double vision</li> <li>8. cross eye, squinting</li> <li>9. abnormal protrusion of eyeball</li> <li>10. inflammation of conjunctiva</li> <li>11. dilatation of the pupil</li> <li>12. contraction of the pupil</li> </ol>	<ol style="list-style-type: none"> <li>1. visual acuity</li> <li>2. jaundiced</li> <li>3. edematous</li> <li>4. ptosis of lids</li> <li>6. photophobia</li> <li>7. diplopia</li> <li>8. strabismus</li> <li>9. exophthalmos</li> <li>10. conjunctivitis</li> <li>11. mydriasis, pupil dilated</li> <li>12. myosis, pupil constricted, pin</li> </ol>
point	<ol style="list-style-type: none"> <li>13. near-sightedness</li> <li>14. far-sightedness</li> </ol>	<ol style="list-style-type: none"> <li>13. myopia</li> <li>14. hyperopia</li> </ol>
<b>FAINTNESS</b>	1. fainting	1. syncope/syncopal episode
<b>FEVER</b>	<ol style="list-style-type: none"> <li>1. without fever</li> <li>2. temperature above normal</li> <li>3. temperature greatly above normal</li> </ol>	<ol style="list-style-type: none"> <li>1. afebrile</li> <li>2. pyrexia</li> <li>3. hyperpyrexia</li> </ol>
<b>HEAD</b>	<ol style="list-style-type: none"> <li>1. forehead</li> <li>2. region over temple</li> <li>3. back of head</li> <li>4. base of skull</li> <li>5. having a large head</li> </ol>	<ol style="list-style-type: none"> <li>1. frontal region</li> <li>2. temporal region</li> <li>3. occipital region</li> <li>4. basilar region</li> <li>5. macrocephaly,</li> </ol>
hydrocephalus	<ol style="list-style-type: none"> <li>6. having a small head</li> <li>7. top of head</li> </ol>	<ol style="list-style-type: none"> <li>6. microcephalus</li> <li>7. parietal (right or left)_____</li> </ol>

<b>HIVES</b>	1. hives 2. itching	1. urticaria 2. pruritus
<b>JOINTS</b>	1. bending 2. to straighten 3. revolve around 4. move away from median line 5. move toward median line	1. flexion 2. extension 3. rotation 4. abduction 5. adduction
<b>LIPS</b>	1. blue in color	1. cyanotic
<b>MEDICINE (administration)</b>	1. by mouth 2. by rectum 3. breathing in 4. rubbing into skin 5. under the skin 6. within the skin 7. within the muscle 8. within the spinal canal 9. within the vein 10. within the bone 11. pouring into body cavity	1. orally 2. rectally 3. inhalation 4. topically 5. subcutaneous 6. intradermal 7. intramuscular 8. intraspinal, intrathecal 9. intravenous 10. intraosseous 11. instillation
<b>MENSTRUATION</b>	1. if present when admitted 2. painful 3. total absence of 4. profuse or prolonged flow 5. cessation of	1. menses present 2. dysmenorrhea 3. amenorrhea 4. menorrhagia 5. menopause
<b>ODOR</b>	1. very unpleasant	1. offensive, foul
<b>PARALYSIS</b>	1. of the muscles of the face 2. of the legs 3. of one side of the body 4. of a single limb 5. of all 4 extremities and usually the trunk	1. facial 2. paraplegia 3. hemiplegia 4. monoplegia 5. quadriplegia
<b>PERSPIRATION</b>	1. large amount/profuse	1. diaphoresis, diaphoretic
<b>POSITIONS</b>	1. flat on back, arms straight at sides 2. on side, knees flexed 3. on left side, left arm behind back, left leg slightly flexed, right leg greatly flexed 4. head of bed semi-erect modified, knees & legs 5. on back, buttocks near edge of table, knees well flexed and separated 6. resting on knees and chest 7. on back, pelvis and legs higher than head 8. on abdomen, face turned to one side	1. supine 2. lateral 3. Sim's (left or right) 4. Semi-Fowler's 40-45° - not flexed 5. lithotomy 6. knee-chest 7. Trendelenburg 8. prone

- |  |                |
|--|----------------|
| 9. prone with hips over break in table<br>and feet below level of head | 9. jackknife   |
| 10. seated, leaning forward, bracing elbows<br>on lap or on table      | 10. orthopneic |
- 

**PULSE**

galloping

- |                                 |   |
|---------------------------------|---|
| 1. number of beats per minute   | 1. rate   |
| 2. rhythm                       | 2. regular or irregular, coupling,  |
| 3. beats missed at intervals    | 3. intermittent   |
| 4. > 100 beats per minute (bpm) | 4. rapid, fast, tachycardia   |
| 5. slow in rate, < 50 bpm       | 5. slow, bradycardia  |
| 6. only scarcely perceptible    | 6. thready, weak  |
| 8. pulseless                    | 8. Imperceptible, absent  |
| 9. pulse strength               | 9. 0 = absent, not palpable,<br>inaudible Ā Doppler<br>1+ = diminished/palpable<br><br>2+ = expected/normal<br>3+ = strong/full pulse<br>4+ = bounding, can't be<br>obliterated |
| 10. normal                      | 10. normal in rate and rhythm   |
- 

**SKIN**

for race

- |                                   |                          |
|-----------------------------------|--------------------------|
| 1. normal                         | 1. healthy, normal       |
| 2. blue in color                  | 2. cyanotic,             |
| 3. very white                     | 3. extreme pallor, ashen |
| 4. redness                        | 4. erythema              |
| 5. shines                         | 5. glossy                |
| 6. raw surface                    | 6. excoriation           |
| 7. yellow in color                | 7. jaundiced             |
| 8. containing colored areas       | 8. pigmented             |
| 9. scraped                        | 9. abraded, denuded      |
| 10. cold and moist                | 10. clammy               |
| 11. splotchy r/t poor circulation | 11. mottled              |
- 

**SPEECH**

- |                           |  |
|---------------------------|--|
| 1. not understandable     | 1. incoherent  |
| 2. meaningless, wondering | 2. rambling  |
| 3. words run together     | 3. slurring  |
| 4. difficulty speaking    | 4. dysphasia (can be r/t cognitive,<br>structural, or articulation disorder;<br>contact ST for eval) |
| 5. unable to speak        | 5. aphasia   |
- 

**THROAT**

ulcerated

- |                             |                            |
|-----------------------------|----------------------------|
| 1. difficulty in swallowing | 1. dysphagia               |
| 2. inability to swallow     | 2. aphagia                 |
| 3. other descriptive terms  | 3. red, swollen, inflamed, |
- 

**TONGUE**

swollen, coated,

- |                      |  |
|----------------------|--|
| 1. descriptive terms | 1. pink, moist, dry, cracked,<br>inflamed, ulcerated |
|----------------------|--|

<b>URINATION</b>	<ol style="list-style-type: none"> <li>1. to urinate</li> <li>2. no control over urination</li> <li>3. large amount of urine voided</li> <li>4. total suppression of urine</li> <li>5. frequent voiding at night</li> <li>6. increased amount voided</li> <li>7. painful urination</li> <li>8. pus in urine</li> <li>9. blood in urine</li> <li>10. scantiness of urine</li> <li>11. sugar in urine</li> </ol>	<ol style="list-style-type: none"> <li>1. voiding, micturate</li> <li>2. incontinence               <ol style="list-style-type: none"> <li>3. diuresis</li> </ol> </li> <li>4. anuria</li> <li>5. nocturia</li> <li>6. polyuria</li> <li>7. dysuria               <ol style="list-style-type: none"> <li>8. pyuria</li> <li>9. hematuria</li> </ol> </li> <li>10. oliguria</li> <li>11. glycosuria</li> </ol>
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<b>WEIGHT</b>	<ol style="list-style-type: none"> <li>1. overweight</li> <li>2. abnormal thinness</li> <li>3. very underweight</li> </ol>	<ol style="list-style-type: none"> <li>1. obese               <ol style="list-style-type: none"> <li>2. emaciated, wasting</li> </ol> </li> <li>3. cachectic</li> </ol>
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<b>WOUNDS</b>	<ol style="list-style-type: none"> <li>1. discharging pus</li> <li>2. black or gray necrotic tissue               <ol style="list-style-type: none"> <li>3. wound drainage</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. suppurating, purulent               <ol style="list-style-type: none"> <li>2. eschar</li> <li>3. Exudate</li> </ol> </li> </ol>
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#### COVENANT HEALTH - EMERGENCY CODES:

- All CMG codes have been changed away from the color system, with one exception.
  - o “Code Blue” Cardiac or Respiratory Arrest, urgent medical assistance needed.
    - Call code overhead with location. Assist as appropriate and transport to appropriate unit.
  - o “Security Alert” will be announced overhead followed by the type of alert
    - Violent behavior
    - Hostage situation
    - Lockdown
    - Bomb threat
    - Active shooter
  - o “Sever Weather” will be staged
    - Stage 1: watch for deteriorating conditions
    - Stage 2: Warning, close doors and windows
    - Stage 3: Imminent danger, evacuate to interior of building
  - o “Internal Event” usually indicates utility failures
    - May need to evacuate certain areas
  - o “External Event” usually involving multiple casualties
    - Hospital will prepare for influx of multiple patients and mass casualty protocols will be enacted
  - o “Fire” location will be announced, as well as an “All Clear” announcement after fire has been put out.
    - Follow R.A.C.E. and P.A.S.S. methods for safety of pt’s and employees.

- o “Missing Adult/Child/Infant” last seen location, approximate age, and clothing will be announced.
  - Not allowed to physically keep someone from leaving building, but take note of suspicious individuals.
    - Remember things like
      - o Clothing
      - o Age
      - o Direction of travel
      - o What time they left the building

To report an emergency dial 4444 in hospital or 725-CODE (2633) outside of hospital