POLICY STATEMENT:
It is the policy of Texas Tech University Health Science Center (TTUHSC) Ambulatory Clinics to promote clear communication in the interest of patient safety.

SCOPE:
This policy applies to all TTUHSC Ambulatory clinics operated through its Schools.

PROCEDURE:
In order to promote optimal communication, the use of abbreviations is highly discouraged. High risk or “Do Not Use” abbreviations that should not be used are defined in 5.15.A, TTUHSC Do Not Use Abbreviations, which will be updated as needed to reflect changes as they occur.

APPROVAL AUTHORITY:
This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

RESPONSIBILITY AND REVISIONS:
It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

RIGHT TO CHANGE POLICY:
TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION:
This policy was approved by the Council of Deans on March 12, 2015.

ATTACHMENTS:
5.15.A – TTUHSC Do Not Use Abbreviations