MEDICAL RECORDS MANUAL
ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable for charting in Craven County Health Department patient records. Any deviation from these must have prior approval from the Medical Records Committee.

This manual:
- Contains the authorized list of abbreviations to be used at Craven County Health Department.
- Applies to all medical records whether hard copy, electronic, a hybrid of both or in other forms.
- Replaces any local abbreviation lists held at discipline or department level.
- Will be updated annually. This list was updated September 2015. The next update taking place in September 2016.
- Abbreviations will NOT be permitted when documenting:
  - On Consent Forms
  - Surgical Operations and Diagnostic Procedures requiring general anesthetic
  - Name of drugs

Note:
- Medical diagnosis must be written in full.
- If however, a medical diagnosis appears on the Approved Abbreviation list, it must be written in full in the first instance, followed by the abbreviation in brackets and then the abbreviation may be used thereafter. For example, urinary tract infection (UTI).

A notes section is provided at the back of this manual. Use this section to document requested changes for the next update.

Scott Harrison
Health Director

11-24-15

Medical Records Committee:
Beth Booth       Betty Kwasnick       Sandy Cox
Marisa Byer      Dawn McCabe
Tracy McIlwean   Theresa Taylor
Anne Bane        Elizabeth Junak
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Craven County Health Department & Community Health Center Approved Abbreviations 2015
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<td>Continued</td>
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<td>COSM</td>
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<tr>
<td>COX-2</td>
<td>cyclooxygenase 2 inhibitors</td>
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<tr>
<td>CP</td>
<td>cerebral palsy; cleft palate</td>
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<tr>
<td>CPAP</td>
<td>continuous positive airway pressure</td>
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<tr>
<td>CPD</td>
<td>Coastal Pediatric Dentistry</td>
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<td>CPK</td>
<td>creatine phosphokinase</td>
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<td>CPM</td>
<td>continuous passive motion</td>
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<td>CPNP</td>
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<td>CPR</td>
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<td>Chest Percussion</td>
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<td>CR</td>
<td>conditioned reflex; controlled release; crown-rump length</td>
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<td>c. reactive protein</td>
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<td>cryo</td>
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<td>c&amp;s, c/s, C&amp;S</td>
<td>Culture and Sensitivity</td>
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<td>C-section or C/S, c-sect or C-sect.</td>
<td>Cesarean section</td>
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<td>CSF</td>
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<td>Clear to auscultation</td>
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<td>Culture</td>
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<td>CVA</td>
<td>cardiovascular accident; cerebrovascular accident; costovertebral angle</td>
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<td>CVC</td>
<td>central venous catheter</td>
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<td>central venous pressure</td>
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<td>consistent with</td>
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<td>5% dextrose and normal saline solution (0.9% NaCl)</td>
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<td>5% dextrose and half-normal saline solution (0.45% NaCl)</td>
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<td>/d</td>
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<td>direct current; doctor of chiropractic</td>
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<td>discontinue</td>
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<td>do not resuscitate</td>
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<td>DPT (Use DTap instead)</td>
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<td>DRE</td>
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<td>diagnosis-related group</td>
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<td>DS</td>
<td>Double Strength</td>
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<td>Diphtheria, Tetanus, Pertussis</td>
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<td>deep tendon reflex(es)</td>
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<td>DTs</td>
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<td>d/t</td>
<td>due to</td>
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<td>deep vein thrombosis</td>
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<td>dextrose 5% in water</td>
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<td>DWI</td>
<td>driving while intoxicated</td>
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<td>E</td>
<td>Description/meaning</td>
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<td>EBV</td>
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<td>EC</td>
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<td>ECF</td>
<td>extended care facility; extracellular fluid</td>
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<td>electrocardiogram, electrocardiograph</td>
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<td>Etcetera</td>
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<td>East Carolina University School of Nursing</td>
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<td>ECWC</td>
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<td>ED</td>
<td>emergency department; effective dose; erythema dose; erectile dysfunction</td>
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<td>EDC</td>
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<td>estimated date of delivery (formerly EDC: estimated date of confinement)</td>
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<td>electroencephalogram</td>
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<td>eye, ear, nose, and throat</td>
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<td>Abbreviation</td>
<td>Description/meaning</td>
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<td>EF</td>
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<td>electrocardiogram; electrocardiograph</td>
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<td>Elab</td>
<td>Elective abortion</td>
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<td>ELISA</td>
<td>enzyme-linked immunosorbent assay</td>
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<td>elix.</td>
<td>elixir</td>
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<td>Electronic Medical Record</td>
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<td>Endo</td>
<td>endocrine, endocervical</td>
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<td>ENT</td>
<td>ear, nose, and throat</td>
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<tr>
<td>EOM</td>
<td>extra ocular muscles</td>
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<td>EOMI</td>
<td>extra ocular movement intact</td>
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<td>EPDS</td>
<td>Edinburgh Postnatal Depression Scale</td>
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<td>EPHI</td>
<td>Electronic Protected Health Information</td>
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<td>EPSDT</td>
<td>Early Periodic Screening, Diagnosis and Treatment</td>
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<td>Emergency Room, extended-release, External Rotation</td>
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<td>ERT</td>
<td>Estrogen Replacement Therapy</td>
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<td>ESR</td>
<td>erythrocyte sedimentation rate</td>
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<td>ESRD</td>
<td>end-stage renal disease</td>
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<td>ESWL</td>
<td>extracorporeal shock wave lithotripsy</td>
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<td>ETOH, EtOH</td>
<td>ethyl alcohol</td>
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<td>Evaluation</td>
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<td>ext.</td>
<td>extensor; external, Extension</td>
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<td>Father</td>
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<td>Fat Free</td>
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<td>Fetal Alcohol Syndrome</td>
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<td>fasting blood sugar</td>
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<td>FDA</td>
<td>(U.S.) Food and Drug Administration</td>
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<td>Family Education Rights and Privacy Act</td>
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<td>forced expiratory volume</td>
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<td>Fetal fraction DNA</td>
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<td>fFN</td>
<td>Fetal Fibronectin</td>
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<td>FFP</td>
<td>fresh frozen plasma</td>
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<td>Fetal Heart Rate</td>
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<td>Father of Baby</td>
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<td>family practice; family practitioner, family planning</td>
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<td>Family Planning Waiver</td>
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<td>FROM</td>
<td>Full range of motion</td>
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<td>FT, ft</td>
<td>Feet, finger tip</td>
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<td>failure to thrive</td>
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<td>F/U, f/u</td>
<td>Follow up</td>
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<td>fever of unknown origin</td>
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For Your Information:

G

G, g, gm

gram

GA

Gestational Age

GABA

gamma-amino butyric acid

GABA$_B$

gamma-amino butyric acid type B

GBS

Group B Strep

GB

gallbladder; Guillain-Barre

GC

gonococcus or gonorrheal

GDM

gestational diabetes mellitus

Gest HTN

Gestational Hypertension

GERD

gastro esophageal reflux disease

gest

Gestation

GFR

glomerular filtration rate

g'father, G.F.

Grandfather

GG

Gamma Globulin

GGT

gamma-glutamyl transferase

GH

growth hormone

GI

gastrointestinal

g'mother, G.M.

Grandmother

GMR

Gram Negative Rod

GONP

Gynecological, Obstetrical, Nurse Practitioner

GP

general practitioner
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<th>Description/meaning</th>
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<td>Gram Positive Rods</td>
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<td>g'parents</td>
<td>Grandparents</td>
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<td>G6PD</td>
<td>glucose-6-phosphate dehydrogenase</td>
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<td>gr</td>
<td>grain</td>
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<td>Grp</td>
<td>Group</td>
</tr>
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<td>Gravida</td>
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<td>grad</td>
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<td>glucose tolerance test</td>
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<td>Hepatitis B surface antibody</td>
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<td>HBV</td>
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<td>HCG</td>
<td>human chorionic gonadotropin</td>
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<td>HEEENT</td>
<td>head, eye, ear, nose, and throat</td>
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<td>HER2</td>
<td>human EGF (epidermal growth factor) receptor 2</td>
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<td>high-grade squamous intraepithelial lesion</td>
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<td>Low-grade squamous intraepithelial lesion</td>
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<td>liquid; fluid</td>
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<td>LLE</td>
<td>left lower extremity</td>
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<td>LLL</td>
<td>left lower lobe</td>
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<td>last menstrual period</td>
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<td>LNMP</td>
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<td>LOC</td>
<td>level/loss of consciousness</td>
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<td>left upper outer quadrant</td>
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<td>left upper quadrant</td>
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### Abbreviations

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### Description/meaning

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<td>Right upper outer quadrant</td>
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<td>Self Breast Exam</td>
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<td>subcutaneous(ly)</td>
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<td>no change after</td>
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<td>Trimeth/Sulfa Susp40/200MG/5cc</td>
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<td>Tuberculin skin test (Purified Protein Derivative)</td>
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<td>Tonsillectomy &amp; adenoidectomy</td>
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<td>Telecommunication Device for the Deaf</td>
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<td>Total Hip Replacement</td>
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<td>thru</td>
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<td>TLC, tlc</td>
<td>tender loving care; thin layer chromatography; total lung capacity</td>
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<td>TM</td>
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<td>Temporomandibular Joint</td>
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<td>tumor necrosis factor</td>
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<tr>
<td>TPN</td>
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<td>TPO</td>
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<td>Description/meaning</td>
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<td>Without</td>
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<td>weight in volume</td>
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<td>Wechsler Adult Intelligence Scale</td>
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<td>Well nourished well developed</td>
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<td>WET, Wet Mt, Wet prep</td>
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<tr>
<td>WF/BF</td>
<td>white female/black female</td>
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<td>WFL</td>
<td>Within functional limits</td>
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To avoid errors in the administration of medications and infusions, spell out the word instead of using the indicated abbreviation. For example, use "international unit" instead of I.U.; "every day" instead of "q.d."; "every other day" instead of "q.o.d."; and "unit" instead of "U."
Community Care Plan of NC
Approved Abbreviations 2014
<table>
<thead>
<tr>
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<td>Asthma Action Plan</td>
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<td>ABCD</td>
<td>Assuring Better Child Health and Development</td>
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<td>Aged, Blind, and Disabled</td>
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<td>Adult Safety with Antipsychotic Prescribing</td>
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<tr>
<td>CDC</td>
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<tr>
<td>CHA</td>
<td>Comprehensive Health Assessment</td>
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<tr>
<td>CHACC</td>
<td>Child Health Accountable Care Collaborative</td>
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### CCNC Abbreviation List

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<th>Abbreviation</th>
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<td>Care/Case Manager</td>
</tr>
<tr>
<td>CMIS</td>
<td>Case Management Information System</td>
</tr>
<tr>
<td>CMR</td>
<td>Comprehensive Medication Review</td>
</tr>
<tr>
<td>CMT</td>
<td>Certified medication technician</td>
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<td>CNA</td>
<td>Certified Nurse Assistant</td>
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<tr>
<td>CPht</td>
<td>Certified Pharmacy Technician</td>
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<tr>
<td>CPS</td>
<td>Child Protective Services</td>
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<td>Child Service Coordinator (not to be used; historical reference)</td>
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<td>Community Support Provider</td>
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<td>CST</td>
<td>Community Support Team information</td>
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<tr>
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<tr>
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<td>Developmental Delay(s)/Disability(ies)</td>
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<tr>
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<tr>
<td>DHHS</td>
<td>Department of Health and Human Services</td>
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<td>Diabetes Mellitus</td>
</tr>
<tr>
<td>DM1</td>
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<td>DM2</td>
<td>Diabetes Type 2</td>
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<tr>
<td>DMA</td>
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<td>FP</td>
<td>family practice; family practitioner</td>
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<td>gestational diabetes mellitus</td>
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<td>Integrated, Collaborative, Accessible, Respectful and Evidence-Based</td>
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<td>insulin-dependent diabetes mellitus</td>
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<td>Practice Encounter</td>
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<td>PHD</td>
<td>Public Health Department</td>
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<td>Prescription</td>
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<td>Transitional Care Care Manager</td>
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<td>teacher workday</td>
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<td>written action plan</td>
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<td>Well Child Check</td>
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<td>WFFA</td>
<td>Work First Family Assistance</td>
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<td>WIC</td>
<td>Women, Infant, Children</td>
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Tabers Link: [http://www.tabers.com/tabersonline/sub/view/Tabers/144247/0/Appendix_5_Medical_Abbreviations](http://www.tabers.com/tabersonline/sub/view/Tabers/144247/0/Appendix_5_Medical_Abbreviations)
Health Resources and Services Administration (HRSA)
Community Health Center
Approved Abbreviations
## HRSA Acronyms

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<tr>
<th>Acronym</th>
<th>Full Name</th>
<th>Description</th>
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<tr>
<td>AA</td>
<td>Associate Administrator</td>
<td>Leading HRSA officials who oversee the operations of an office or bureau.</td>
</tr>
<tr>
<td>AAC</td>
<td>All-Advisory Committee</td>
<td>Committee which brings four BHPr related committees together (COGME, NACNEP, ACICBL, and ACTPCMD) to work on issues of &quot;common interest&quot; (i.e., training).</td>
</tr>
<tr>
<td>AAFP</td>
<td>American Academy of Family Medicine</td>
<td>Membership/advocacy organization for family physicians. With more 100,000+ members is the largest primary care only medical organization in the US.</td>
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<tr>
<td>AAP</td>
<td>American Academy of Pediatrics</td>
<td>Membership/advocacy organization for pediatricians.</td>
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<td>ACBSCT</td>
<td>Advisory Council on Blood Stem Cell Transplantation</td>
<td>Advises the Secretary and HRSA Administrator on the C.W. Bill Young Cell Transplantation and National Cord Blood Inventory Programs.</td>
</tr>
<tr>
<td>ACCV</td>
<td>Advisory Committee on Childhood Vaccines</td>
<td>Advises the Secretary on the National Vaccine Injury Compensation Program.</td>
</tr>
<tr>
<td>ACF</td>
<td>Administration for Children and Families</td>
<td>HHS OPDIV that promotes the &quot;economic and social well-being&quot; of children and families.</td>
</tr>
<tr>
<td>ACOG</td>
<td>American College of Obstetricians and Gynecologists</td>
<td>Membership/advocacy organization for OBGyns.</td>
</tr>
<tr>
<td>ACP</td>
<td>American College of Physicians</td>
<td>Membership/advocacy organization for internists.</td>
</tr>
<tr>
<td>ACS</td>
<td>American College of Surgeons</td>
<td>Membership organization for surgeons. Professional Association for Surgeons.</td>
</tr>
<tr>
<td>ADA</td>
<td>American Dietetic Association</td>
<td>Membership/advocacy organization for dieticians. Professional Association for Professional Dieticians.</td>
</tr>
<tr>
<td>ADA</td>
<td>American Dental Association</td>
<td>Membership/advocacy organization for dentists. Professional Association for Dentists.</td>
</tr>
<tr>
<td>ADM</td>
<td>Administrator of HRSA</td>
<td>The top official at HRSA. Selected by political appointment. The top official at HRSA.</td>
</tr>
<tr>
<td>AEP</td>
<td>Annual Enrollment Period</td>
<td>Period when public employees can make changes to health insurance.</td>
</tr>
<tr>
<td>AoA</td>
<td>Administration of Aging</td>
<td>HHS agency responsible for advancing the concerns and interests of older people and their caregivers.</td>
</tr>
<tr>
<td>BCRS</td>
<td>Bureau of Clinician Recruitment and Service</td>
<td>Helps underserved communities deal with health care provider shortages through scholarship and loan repayment programs (in return for a service commitment).</td>
</tr>
<tr>
<td>BHP</td>
<td>Bureau of Health Professions</td>
<td>Seeks to decrease shortages and increase quality and diversity in the health professions through scholarships, grants, and loan repayment programs. Also administers the NPDB.</td>
</tr>
<tr>
<td>BPHC</td>
<td>Bureau of Primary Health Care</td>
<td>Funds health centers through section 330 of the PHSA to provide health care for underserved communities. Funds health centers to provide health care for underserved communities. Also administers the National Hansen's Disease Program.</td>
</tr>
<tr>
<td>CDC</td>
<td>Centers for Disease Control</td>
<td>HHS OPDIV that promotes disease specific surveillance and intervention to protect the public welfare.</td>
</tr>
<tr>
<td>CHIP</td>
<td>Children's Health Insurance Program</td>
<td>HHS Program which provides states with funds to help provide health insurance for children.</td>
</tr>
<tr>
<td>CMHC</td>
<td>Community Mental Health Center</td>
<td>A local health center that provides mental health services.</td>
</tr>
</tbody>
</table>
## HRSA Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMN</td>
<td>Certified Nurse Midwife</td>
</tr>
<tr>
<td>CMS</td>
<td>Centers for Medicare and Medicaid Services</td>
</tr>
<tr>
<td>CY</td>
<td>Calendar Year</td>
</tr>
<tr>
<td>DPIC</td>
<td>Division of Policy and Information Coordination</td>
</tr>
<tr>
<td>FAC</td>
<td>Federal Advisory Committee Act</td>
</tr>
<tr>
<td>FRN</td>
<td>Federal Register Notice</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>HAB</td>
<td>HIV/AIDS Bureau</td>
</tr>
<tr>
<td>HRSA</td>
<td>Health Resources and Services Administration</td>
</tr>
<tr>
<td>HSB</td>
<td>Healthcare Systems Bureau</td>
</tr>
<tr>
<td>IHS</td>
<td>Indian Health Services</td>
</tr>
<tr>
<td>MCHB</td>
<td>Maternal and Child Health Bureau</td>
</tr>
<tr>
<td>MOC</td>
<td>Member of Congress</td>
</tr>
<tr>
<td>NPRM</td>
<td>Notice of Proposed Rule making</td>
</tr>
<tr>
<td>NVAC</td>
<td>National Vaccine Advisory Group</td>
</tr>
<tr>
<td>OTC</td>
<td>Over the Counter</td>
</tr>
<tr>
<td>SEC</td>
<td>Secretary of HHS</td>
</tr>
<tr>
<td>SWIFT</td>
<td>Strategic Work Information and Folder Transfer</td>
</tr>
<tr>
<td>UDS</td>
<td>Uniform Data System</td>
</tr>
</tbody>
</table>

**CMN**
A nurse who has received advanced training and has been certified to serve as a midwife.

**CMS**
HHS OPDIV which manages the Medicare and Medicaid programs.

**CY**
Measuring a year beginning January 1 and ending December 31.

**DPIC**
Coordinates correspondence, rules & regulations, Reports to Congress, FACA activities, records management, and delegations of authority and Federal Register notices.

**FACA**
A United States Federal law (6 October 1972), which governs the behavior of Federal advisory committees.

**FRN**
A compilation of all presidential proclamations, executive orders, and federal agency regulations and proposed rules. It informs citizens of their rights and obligations, and it includes a listing of Federal benefits and funding opportunities.

**FY**
Measuring a year beginning October 1 and ending September 31.

**HAB**
HRSA bureau that grant funds providers/institutions/states to provide HIV/AIDS services for medically underserved or those with poor health care access.

**HRSA**
HHS OPDIV which seeks to improve access to health care for underserved populations.

**HSB**
HRSA bureau oversees organ, bone marrow and cord blood donation & transplantation programs; assists poison control centers; administers vaccine injury compensation; provides a drug discount program for safety-net providers.

**IHS**
HRSA bureau that administers programs (including grants) which seek to improve the health of mothers, children, and families.

**MCHB**
A member of the Senate or House of Representatives of the United States.

**NPRM**
Federal device to solicit public opinion on pending regulatory changes or rulemaking.

**NVAC**
A group in the office of the Assistant Secretary of Health (ASH) who advises on national immunization policy.

**OTC**
Medication that can be received from a pharmacy without a prescription.

**SEC**
The person who holds the secretary ship of the Department of Health and Human Services. Is appointed by the president of the United States.

**SWIFT**
A program used to electronically manage documents within an organization.

**UDS**
System into which all community health centers must annually report their data on work force, service delivery, patient demographics, finance and specified clinical measures.
### HRSA Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>330 Grants</td>
<td>Grants that are authorized under Section 330 of the Public Health Service (PHS) Act. Legislation authority provided in 1964 to support community health centers. There are various kinds including those dedicated to at large populations, public housing, school based health centers, homeless populations and seasonal/migrant farm workers.</td>
</tr>
<tr>
<td>COI</td>
<td>Conflict of Interest. When an individual or entity is involved in activities with multiple interests who may financially, professionally or ethically conflict with one another.</td>
</tr>
<tr>
<td>EDM</td>
<td>Electronic Data Management. A system or approach used to track electronic documents.</td>
</tr>
<tr>
<td>FSHCAA</td>
<td>Federally Supported Health Centers Assistance Act of 1992 and 1995. This extended the FTCA.</td>
</tr>
<tr>
<td>Form SA</td>
<td>Documents Services provided by a Health Center Program grantee. Site of UDS where mandatory, annual Services provided by a Health Center Program grantee are documented.</td>
</tr>
<tr>
<td>Form SB</td>
<td>Documents Sites where a Health Center Program grantee provides services. Site of UDS where mandatory, annual Sites provided by a Health Center Program grantee are documented.</td>
</tr>
<tr>
<td>Form SC</td>
<td>Documents Other Activities provided by a Health Center Program grantee. Sites of UDS where mandatory, annual Other Activities provided by a Health Center Program are documented.</td>
</tr>
<tr>
<td>FPL</td>
<td>Federal Poverty Level. In 2011 for a family of 4, was $22,350.</td>
</tr>
<tr>
<td>GASB</td>
<td>Government Accounting Standards Board. Agency dedicated to greater accountability and well-informed decision making through excellence in public-sector financial reporting.</td>
</tr>
<tr>
<td>GMO</td>
<td>Grants Management Officer. An individual authorized to manage a federal grant or manager of a specific grants project.</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information System. Management Information System.</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding. Memorandum of Understanding.</td>
</tr>
<tr>
<td>NDA</td>
<td>Notice of Deeming Action (with FTCA). Notice of Deeming Action (with FTCA).</td>
</tr>
<tr>
<td>OAA</td>
<td>Office of the Associate Administrator. Refers to the highest level within the org chart of a bureau or office. Reports to Office of the Administrator of HRSA.</td>
</tr>
<tr>
<td>OMSP</td>
<td>Office of Minority Health and Special Populations. An Office within the Bureau of Primary Health Care.</td>
</tr>
<tr>
<td>OPPD</td>
<td>Office of Policy and Program Development. An Office within the Bureau of Primary Health Care dedicated to grant guidance and policy development for health center programs.</td>
</tr>
<tr>
<td>OQD</td>
<td>Office of Quality and Data. An Office within the Bureau of Primary Health Care dedicated to promoting quality across the health centers. Additionally houses the FTCA program, UDS reporting system and grants for HIT adoption and advancement.</td>
</tr>
<tr>
<td>PAO</td>
<td>Program Approving Official (Division Director or Operations Director). Program Approving Official (Division Director or Operations Director).</td>
</tr>
<tr>
<td>PHPC</td>
<td>Public Housing Primary Care. A program that provides residents of public housing with increased access to comprehensive primary health care services through the direct provision of health promotion and primary health care services on the premises of public housing communities.</td>
</tr>
</tbody>
</table>
HRSA Acronyms

housing developments, or at least other locations immediately accessible to residents of public housing.

Performance Management Appraisal Plan.

Project Management Module within EHB/BHCMS.

Electronic system (that may or may not be part of an E.H.R. software package) that facilitates clinical administration (such as scheduling, billing, patient follow up, etc.).

A role typically supported by Branch Chief, which reviews and authorizes programmatic tasks within the Electronic Handbook system.

A Grants Management term referring to a grantee’s annual period of HRSA funding award.

A non-competitive application submitted by HRSA grantee.

Region VIII Primary Care Association (cooperative agreement from HRSA).

ARRA funded capital grants awarded to Health Center Program grantees for equipment, renovations and/or construction projects.

A grantee request to HRSA to add, delete or otherwise change their provision of sites and/or services in their approved scope of project.

A competitive ARRA-funded program available to Health Center Program grantees for construction and/or renovation projects.

Entities as defined under Sections 1861 and 1905 of the Social Security Act as being eligible to be reimbursed under Medicaid and Medicare as federally qualified health centers.

Prepared by Health Center Program grantees in response to a financial viability finding.

The provision in law under which Federal employees (or other named parties) receive their professional liability coverage from the US government.

Used to refer to employment status of Health Center staff, particularly clinical providers.

BPHC report on ARRA activities.

ARRA-funded grants to Health Center Program grantees to increase operations via hiring additional providers and/or support staff, increasing hours of operation, etc.

A signed agreement between two or more parties (ex: an agreement signed by a community, the NHSC, and a health professional which allows him/her to be assigned to a practice site).

An area that has a shortage of primary care physicians, and is eligible for federal support. Designation is applied for by the State Health Department and granted by the federal Office of Shortage Designation.

A population identified by certain criteria as having a shortage of primary care physicians, and is eligible for federal support.

Funding opportunity for existing and new health centers for operation of new clinical sites in scope.

Notice of Award – The official written notification of the funding award sent to the grantee or cooperative agreement by HRSA.

Published document that provides programmatic guidance to Health Center Program grantees.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>PMAP</td>
<td>Performance Management Appraisal Plan</td>
</tr>
<tr>
<td>PMM</td>
<td>Project Management Module</td>
</tr>
<tr>
<td>PMS</td>
<td>Payment Management System</td>
</tr>
<tr>
<td>PQC</td>
<td>Program Quality Control (Branch Chief)</td>
</tr>
<tr>
<td>BP</td>
<td>Budget Period</td>
</tr>
<tr>
<td>BPR</td>
<td>Budget Period Renewal</td>
</tr>
<tr>
<td>CHAMPS</td>
<td>Community Health Association of Mountain/Plains</td>
</tr>
<tr>
<td>CIP</td>
<td>Capital Improvement Project</td>
</tr>
<tr>
<td>CIS</td>
<td>Change in Scope</td>
</tr>
<tr>
<td>FIP</td>
<td>Facilities Improvement Program</td>
</tr>
<tr>
<td>FQHC</td>
<td>Federally Qualified Health Center</td>
</tr>
<tr>
<td>FRP</td>
<td>Financial Recovery Plan</td>
</tr>
<tr>
<td>FTCA</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>HCQR</td>
<td>Health Center Quarterly Report</td>
</tr>
<tr>
<td>IDS</td>
<td>Increased Demand for Services</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>MUA</td>
<td>Medically Underserved Population</td>
</tr>
<tr>
<td>MUP</td>
<td>New Access Points</td>
</tr>
<tr>
<td>NAP</td>
<td>Notice of Award</td>
</tr>
<tr>
<td>NoA</td>
<td>Notice of Award</td>
</tr>
<tr>
<td>PAL</td>
<td>Program Assistance Letter</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>PAR</td>
<td>Program Analysis and Recommendation</td>
</tr>
<tr>
<td>PIN</td>
<td>Policy Information Notice</td>
</tr>
<tr>
<td>PO</td>
<td>Project Officer</td>
</tr>
<tr>
<td>QA/QI</td>
<td>Quality Assurance/Quality Improvement</td>
</tr>
<tr>
<td>SAC</td>
<td>Service Area Competition</td>
</tr>
<tr>
<td>ACBSCT</td>
<td>Advisory Council on Blood Stem Cell Transplantation</td>
</tr>
<tr>
<td>HRSA</td>
<td>Health Resources and Services Administration</td>
</tr>
<tr>
<td>CCHIT</td>
<td>Certification Commission for Healthcare Information Technology</td>
</tr>
<tr>
<td>CDS</td>
<td>Clinical Decision Support</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>CISO</td>
<td>Chief Information Security Officer</td>
</tr>
<tr>
<td>DURSA</td>
<td>Data use and reciprocal support agreement</td>
</tr>
<tr>
<td>EA</td>
<td>Enterprise Architecture</td>
</tr>
<tr>
<td>EHR / EMR</td>
<td>Electronic Health Record / Electronic Medical Record</td>
</tr>
<tr>
<td>HIE</td>
<td>Health Information Exchange</td>
</tr>
<tr>
<td>HIMSS</td>
<td>Healthcare Information Management Systems Society</td>
</tr>
<tr>
<td>HIPAA</td>
<td>Health Insurance Portability and Accountability Act</td>
</tr>
<tr>
<td>HL7</td>
<td>Health Level 7</td>
</tr>
<tr>
<td>ICD</td>
<td>International Statistical Classification of Diseases and Related Health Problems</td>
</tr>
<tr>
<td>NHIN</td>
<td>Nationwide Health Information Network</td>
</tr>
<tr>
<td>ONC</td>
<td>Office of the National Coordinator</td>
</tr>
</tbody>
</table>

**HRSA Acronyms**

- **PAR**: Project Officer's annual review of a Health Center Program grantee's application for renewed HRSA funding (competitive or non-competitive).
- **PIN**: BHPC document conveying programmatic guidance for Health Center Program grantees on a specific topic area.
- **PO**: Monitors grants for compliance with program requirements.
- **QA/QI**: Related to clinical requirements and best practices. Whereas quality assurance is typically defined as systematic inculcation of safety and quality processes, quality improvement suggests a retrospective and self-reflective effort to identify areas of suboptimal performance and dedication to improving them.
- **SAC**: Competitive grant application submitted by a Health Center Program grantee to establish a new Project Period.
- **ACBSCT**: Advises the Secretary and HRSA Administrator on the C.W. Bill Young Cell Transplantation and National Cord Blood Inventory Programs.
- **HRSA**: HHS OPDIV which seeks to improve access to health care for underserved populations.
- **CCHIT**: Independent, nonprofit organization with mission of accelerating the adoption of robust, interoperable health information technology. Approved by the Office of the National Coordinator for Health Information Technology (ONC) of the U.S. Department of Health and Human Services (HHS) as an Authorized Testing and Certification Body (ONC-ATCB).
- **CDS**: Interactive tool(s) designed to assist clinical providers with best practice and appropriate decision making tasks.
- **CIO**: Title given to executive tasked with information and computer systems.
- **CISO**: Title given to executive tasked with security and information activities.
- **DURSA**: An agreement around rights and responsibilities for data use and security in a health information exchange.
- **EA**: A comprehensive description of an enterprise and relationship between business entities that make up the enterprise.
- **EHR / EMR**: Medical records that are saved and shared electronically, through many different methods. A health or medical record in digital format.
- **HIE**: An entity comprised of multiple stakeholders (i.e., providers, clinics, health departments, state actors, etc.) exchanging health information in a digital format. Organization dedicated to promoting a better understanding of health care information and management systems.
- **HIPAA**: Legislation that ensures a right to buy health insurance after losing a job, sets standards for EMRs, and protects the privacy health information.
- **HL7**: Standards for the exchange, integration, sharing, and retrieval of electronic health information. A medical classification system of codes for classifying an array of symptoms and causes for injury or disease.
- **ICD**: Standards, services and policies that enable secure health information exchange over the Internet. ONC is the principal Federal entity charged with coordination of nationwide efforts to implement and use the most advanced health information technology and the electronic exchange of health information.
<table>
<thead>
<tr>
<th>HRSA Acronyms</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONC-ATCB</td>
<td>Office of the National Coordinator - Authorized Testing and Certification Body</td>
</tr>
<tr>
<td>PHR</td>
<td>Personal Health Record</td>
</tr>
<tr>
<td>RHIO</td>
<td>Regional Health Information Network</td>
</tr>
<tr>
<td>RPMS</td>
<td>Resource and Patient Management System</td>
</tr>
<tr>
<td>VistA</td>
<td>Veterans Health Information Systems and Technology Architecture</td>
</tr>
<tr>
<td>TJC</td>
<td>The Joint Commission</td>
</tr>
<tr>
<td>AAAHC</td>
<td>Accreditation Association for Ambulatory Health Care</td>
</tr>
<tr>
<td>CQF</td>
<td>Clinical Quality Forum</td>
</tr>
<tr>
<td>NCQA</td>
<td>National Committee for Quality Assurance</td>
</tr>
<tr>
<td>AHRQ</td>
<td>Agency for Healthcare Research and Quality</td>
</tr>
<tr>
<td>ARRA</td>
<td>American Recovery and Reinvestment Act</td>
</tr>
<tr>
<td>HCCN</td>
<td>Health Center Controlled Network</td>
</tr>
<tr>
<td>HDC</td>
<td>HRSA’s Health Disparities Collaborative</td>
</tr>
<tr>
<td>HHS</td>
<td>U.S. Department of Health and Human Services</td>
</tr>
<tr>
<td>HIT</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>OHITQ</td>
<td>HRSA’s Office of Health Information Technology and Quality</td>
</tr>
<tr>
<td>OSPH</td>
<td>Office of Special Population Health</td>
</tr>
<tr>
<td>NCA</td>
<td>National Cooperative Agreement</td>
</tr>
<tr>
<td>NACMH</td>
<td>National Advisory Council on Migrant Health</td>
</tr>
<tr>
<td>MCN</td>
<td>Migrant Clinicians Network</td>
</tr>
<tr>
<td>FJ</td>
<td>Farm worker Justice</td>
</tr>
<tr>
<td></td>
<td>An entity authorized by ONC to perform complete and EHR Testing.</td>
</tr>
<tr>
<td></td>
<td>A bi-directional health record that allows patients easy access to and the ability to input additional relevant health information.</td>
</tr>
<tr>
<td></td>
<td>An entity comprised of multiple stakeholders exchanging health information in a digital format across a designated region.</td>
</tr>
<tr>
<td></td>
<td>An EHR used by the majority of health care facilities within the Indian Health Service health care delivery system.</td>
</tr>
<tr>
<td></td>
<td>Enterprise-wide information system used across Veterans Health Administration.</td>
</tr>
<tr>
<td></td>
<td>Non-profit organization dedicated to patient safety through evaluation of delivery settings and recognition of quality processes.</td>
</tr>
<tr>
<td></td>
<td>An organization dedicated to developing standards to advance and promote patient safety, quality and value for ambulatory health care through peer-based accreditation processes, education and research.</td>
</tr>
<tr>
<td></td>
<td>Initiative in BPHC and OQD that focuses on internal capacity building of clinical acumen.</td>
</tr>
<tr>
<td></td>
<td>Private, not-for-profit organization dedicated to improving health care quality, founded in 1990.</td>
</tr>
<tr>
<td></td>
<td>Federal agency charged with improving the quality, safety, efficiency, and effectiveness of healthcare.</td>
</tr>
<tr>
<td></td>
<td>Act approved by Congress - one of its main objectives was to support health care initiatives.</td>
</tr>
<tr>
<td></td>
<td>Group of three or more community health centers that adopt a single EHR in order to promote patient safety and improve clinical data sharing to enhance quality outcomes. In 2011 approximately 70 networks existed nationwide.</td>
</tr>
<tr>
<td></td>
<td>Run by HRSA for a decade, collaborative aimed at achieving excellence through goal setting, building strategic partnerships and transforming clinical practice.</td>
</tr>
<tr>
<td></td>
<td>The principle institution of the United States for protecting the health of all Americans and providing essential human services.</td>
</tr>
<tr>
<td></td>
<td>Describes the platforms and tools for management of health information across computerized systems.</td>
</tr>
<tr>
<td></td>
<td>Branch within Bureau of Primary Health Care.</td>
</tr>
<tr>
<td></td>
<td>Office that supports all HIT work and cross cutting quality initiatives in HRSA.</td>
</tr>
<tr>
<td></td>
<td>An office within the Bureau of Primary Health Care dedicated to homeless, migrant, mentally ill and other populations.</td>
</tr>
<tr>
<td></td>
<td>Provides Training and Technical Assistance to Health Centers serving special populations. More flexible than a contract (since an NCA supports a dynamic relationship over a specific work product) and different than a grant (given government’s ability to provide real time feedback and co-manage tasks with NCAs).</td>
</tr>
<tr>
<td></td>
<td>Advises the Secretary on migrant farm worker health issues.</td>
</tr>
<tr>
<td></td>
<td>Advises the Secretary on migrant farm worker health issues.</td>
</tr>
<tr>
<td></td>
<td>A National Cooperative Agreement that provides training on clinical issues for migrant and seasonal farm worker patients.</td>
</tr>
<tr>
<td></td>
<td>A Migrant National Cooperative Agreement that provides training on policy and research.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>HOP</td>
<td>Health Outreach Partners</td>
</tr>
<tr>
<td>MHP</td>
<td>Migrant Health Promotion</td>
</tr>
<tr>
<td>NCFH</td>
<td>National Center for Farm worker Health</td>
</tr>
<tr>
<td>MHC</td>
<td>Migrant Health Center</td>
</tr>
<tr>
<td>MSPFW</td>
<td>Migrant and Seasonal Farm worker</td>
</tr>
<tr>
<td>NAWS</td>
<td>National Agricultural Workers Survey</td>
</tr>
<tr>
<td>DFO</td>
<td>Designated Federal Official</td>
</tr>
<tr>
<td>CHC</td>
<td>Community Health Center</td>
</tr>
<tr>
<td>FQHC</td>
<td>Federally Qualified Health Center</td>
</tr>
<tr>
<td>AAPCHO</td>
<td>Association of Asian Pacific Community Health Organizations</td>
</tr>
<tr>
<td>AA&amp;NHPI</td>
<td>Asian American Native Hawaiian and other Pacific Islanders</td>
</tr>
<tr>
<td>AAPI</td>
<td>Asian American Pacific Islander</td>
</tr>
<tr>
<td>NHPI</td>
<td>Native Hawaiian Pacific Islander</td>
</tr>
<tr>
<td>LGBT</td>
<td>Lesbian Gay Bisexual Transgender</td>
</tr>
<tr>
<td>GLBT</td>
<td>Gay Lesbian Bisexual Transgender</td>
</tr>
<tr>
<td>Fenway</td>
<td>Fenway Community Health Center</td>
</tr>
<tr>
<td>TFI</td>
<td>The Fenway Institute</td>
</tr>
<tr>
<td>CIHS</td>
<td>Center for Integrated Health Solutions</td>
</tr>
<tr>
<td>SAMHSA</td>
<td>Substance Abuse Mental Health Services Administration</td>
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<tr>
<td>NASBHC</td>
<td>National Assembly on School-Based Health Care</td>
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<tr>
<td>SBHC</td>
<td>School-Based Health Center</td>
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<tr>
<td>NNCC</td>
<td>National Nursing Centers Consortium</td>
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</tbody>
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HRSA Acronyms

- **HOP**: A Migrant National Cooperative Agreement that provides training on outreach programs.
- **MHP**: A National Cooperative Agreement that provides training on promotoras programs directed for migrant patients and farm worker patients.
- **NCFH**: A Migrant National Cooperative Agreement that provides training on capacity building and program requirements.
- **MHC**: Provides health care services to migrant and seasonal farm workers and their families.
- **MSPFW**: A migrant is defined as a person whose primary employment is in agriculture and established temporary abodes for the purposes of such employment, whereas a seasonal farm worker is a person who is employed in agriculture on seasonal basis.
- **NAWS**: A national demographic survey of agricultural workers.
- **DFO**: Provides support and represent the Federal Government to the National Advisory Council on Migrant Health.
- **CHC**: Deliver preventive and primary health care to an underserved community/population.
- **FQHC**: Receives funds from BPHC to provide health care.
- **AAPCHO**: A National Cooperative Agreement with the BPHC that provides training and technical assistance to health center grantees serving the Asian American, Native Hawaiian and other Pacific Islander populations.
- **AA&NHPI**: A person of Asian American, Native Hawaiian or other Pacific Islander decent.
- **AAPI**: A person of Asian American or Pacific Islander decent.
- **NHPI**: A person of Native Hawaiian or Pacific Islander decent.
- **LGBT**: A person that is lesbian, gay, bisexual or transgender.
- **GLBT**: A person that is gay, lesbian, bisexual or transgender.
- **Fenway**: A community health center located in Boston, MA that specializes in LGBT health and The Fenway Institute is housed within this health center.
- **TFI**: A National Cooperative Agreement with the BPHC that provides training and technical assistance to health center grantees around LGBT health issues.
- **CIHS**: SAMHSA/HRSA Cooperative agreement which provides training and technical assistance for the integration of primary and behavioral health care.
- **SAMHSA**: HHS OPDIV which manages substance abuse and mental health programs.
- **NASBHC**: A national non-profit organization that supports school-based health centers and provides technical assistance to these health centers through a National Cooperative Agreement with HRSA.
- **SBHC**: A health center located in or near a school facility. A comprehensive definition can be found in section 2110(c) (9) of the Social Security Act.
- **NNCC**: Public Housing Primary Care National Cooperative Agreement Grantee.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CHPFS</td>
<td>Community Health Partners for Sustainability</td>
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<td>NAM</td>
<td>North American Management</td>
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<tr>
<td>NCHPH</td>
<td>National Center for Health in Public Housing</td>
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<td>HUD</td>
<td>U.S. Housing and Urban Development</td>
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<td>PHA</td>
<td>Public Housing Agency</td>
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<td>USPHSA</td>
<td>United States Public Health Service Act</td>
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<td>AoA</td>
<td>Administration on Aging</td>
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<td>AAA</td>
<td>National Association of Area Agencies on Aging (N4A)</td>
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<td>NCST</td>
<td>National Center on Senior Transportation</td>
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<td>NHCOA</td>
<td>National Hispanic Council on Aging</td>
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<td>NACHC</td>
<td>National Association of Community Health Centers</td>
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<tr>
<td>AARP</td>
<td>American Association of Retired Persons (AARP)</td>
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<tr>
<td>HCH</td>
<td>Health Care for the Homeless</td>
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<tr>
<td>NHCHC</td>
<td>National Health Care for the Homeless Council</td>
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</table>

**HRSA Acronyms**

Subsidiary of the National Nursing Centers Consortium and the programmatic arm that delivers technical assistance to PHPC health centers to increase access to primary and preventive health care for residents of public housing through partnerships and best practices.

HRSA’s national cooperative agreement partners for Public Housing Primary Care grantee recipients.

A project of North American Management that provides training and technical assistance to strengthen the capacity of federally funded PHPC health centers and other health centers to meet the special health care needs and to enhance health care delivery to residents living in public and assisted housing.

OPDIV that oversees programs to create strong, sustainable, inclusive communities and quality affordable homes nationwide.

Administers HUD’s low-income and public housing programs.

Section 330 provides the authorizing legislation for the basis of the health center program as well as defines the special populations served.

Federal agency responsible for advancing the concerns and interests of older people and their caregivers.

The National Association of Area Agencies on Aging’s primary mission is to build the capacity of its members to help older persons and persons with disabilities live with dignity and choices in their homes and communities for as long as possible.

N4A’s primary mission is to build the capacity of its members to help older persons and persons with disabilities live with dignity and choices in their homes and communities for as long as possible.

Their mission is to increase transportation options for older adults and enhance their ability to live more independently within their communities throughout the United States.

Advocates, celebrates, and enhances the quality of life for Hispanic older adults, their families, and their communities.

To address the widespread lack of access to basic health care, Community Health Centers serve 20 million people at more than 8,000 sites located throughout all 50 states and U.S. territories.

Addresses the needs and concerns of the 50+ population, including the 76 million strong baby boom generation.

Special population program authorized under section 330(h) of U.S. Public Health Service Act, aims to deliver high-quality comprehensive, case managed, and family-based preventive primary health care services, including behavioral health, to individuals and families experiencing homelessness.

HRSA/BPHC cooperative agreement to support the Health Care for the Homeless program and provide training and technical assistance to Health Care for the Homeless health centers.
Notes Section
NOTES FOR NEXT REVIEW