If abbreviations are necessary, the first occurrence of the term should be completely spelled out, with the abbreviation listed in parentheses.

Measurable Elements of MOI.02.02

1. Ⓓ The hospital uses standardized diagnosis codes and procedure codes.
2. Ⓓ The hospital implements the uniform use of approved symbols and identifies those not to be used.
3. If the hospital allows abbreviations, it meets the following criteria:
   - The hospital implements a uniform use of approved abbreviations with only one meaning.
   - The hospital implements a do-not-use list of abbreviations.
   - The hospital does not use abbreviations on informed consents, patient rights documents, discharge instructions, or discharge summaries. (*See also* PCC.01.01, ME 1)
   - When an abbreviation is first used in documentation, the term must first be spelled out in complete form, with the abbreviation in parentheses.
   - The hospital monitors use of abbreviations and takes action to improve processes as needed.

Standard MOI.02.03

The hospital retrieves, disseminates, and transmits health information on a timely basis in a format that meets user expectations, and with the desired frequency.

Intent of MOI.02.03

The dissemination of data and information to meet the needs of those within and outside the hospital is an important aspect of information management.

Internally, health care practitioners, hospital leaders, department/service leaders, and other staff require specific data and information in a timely manner to allow them to carry out their responsibilities effectively and efficiently. For example, health care practitioners caring for a patient, including physicians, nurses, dietitians, pharmacists, and others, need access to up-to-date information and all applicable sections of the patient's medical record to provide safe and effective patient care.

Externally, the hospital may provide data and information to regulatory agencies (such as the Ministry of Health), health care practitioners (such as a patient's primary care physician in the community), health care services and programs (such as an outside laboratory or an organization for patient referral), and individuals (such as patients who request their medical record after discharge from the hospital).

The format and time frame for disseminating data and information are tailored to meet the user's expectations of the individual, service, or program. When data and information are needed for the care of a patient, it is provided in a timely manner that supports continuity of care and patient safety.

Examples of dissemination strategies to meet user expectations include the following:
- Providing the specific data and information requested/required
- Providing reports with the frequency needed by the individual or program
- Providing data and information in a format that facilitates its use
- Linking sources of data and information
- Providing interpretation or clarification of data

Measurable Elements of MOI.02.03

1. Data and information dissemination meets the needs of individuals and programs within and outside the hospital that provide patient care, treatment, and services.
2. The hospital disseminates data and information in useful formats within time frames that are defined by the hospital and consistent with laws and regulations.
3. Staff providing patient care have access to the data and information needed to carry out their job responsibilities and provide patient care safely and effectively.