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**Standard Intent:**

The hospital maintains the privacy and confidentiality of data and information and is protecting the confidentiality of sensitive data and information. The balance between data sharing and data confidentiality is addressed. The hospital decides the level of privacy and confidentiality maintained for different categories of information.

Maintaining data integrity is an important aspect of information management. The information contained in a database must be accurate in order to assure the reliable interpretation of results from data analysis.

Policies and procedures address security procedures that allow only authorized staff to gain access to data and information. Access to different categories of information is based on need and defined by job title and function, including those conducting research/studies. An effective process defines who has access to data and information; the information to which an individual has access; the user's responsibility to retain information confidential; the process for maintaining data integrity; and the process followed when confidentiality, security, or data integrity are violated.

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**MOI.7 The hospital uses a standardized definition, abbreviations, and symbols.**

MOI.7.1 The hospital uses standardized and approved definitions.

MOI.7.2 The hospital implements a list of approved and prohibited abbreviations and symbols.

MOI.7.3 The lists are consistent with national standards and professional organizations concerned with patient safety.

MOI.7.4 The lists are developed and approved by the medical staff and other relevant structures (e.g., medical records review committee, pharmacy and therapeutics committee).

MOI.7.5 The lists are revised periodically (e.g., annually).

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**Standard Intent:**

Standardized terminology, definitions, vocabulary, and nomenclature facilitate comparison of data and information within and among hospitals. Standardization prevents miscommunication and potential errors. The uniform use of diagnosis and procedure codes supports data aggregation and analysis.

Abbreviations can be problematic and at times even dangerous, particularly in the context of prescribing medications. In addition, when one abbreviation is used for multiple medical terms, confusion as to what the author means may result in medical