

## ASAP: FALL DAYLIGHT SAVING TIME CHANGE

- Audience:** This tip sheet is intended for all ED staff working during the fall time-change on Sunday, November 5, 2017.
- Summary:** Provides information regarding ASAP and the time change return to Standard time.
- Revised Date:** November 5, 2017

### What & When?

On Sunday, November 5, 2017, we will fall back one hour to Standard time from Daylight Saving Time (DST) at 02:00 AM for each time zone. The time change occurs in conjunction with Epic downtime due to Epic Upgrade version 2017; the timeframe is adjusted to allow both time zones to fall back before the system is released to customers. Downtime will begin November 5 at 1:00 a.m. EST (the second 1:00 a.m., after the time change)/1:00 a.m. CDT (the first 1:00 a.m. before the time change) and ends at approximately 2:30 a.m. EST/1:30 a.m. CST.

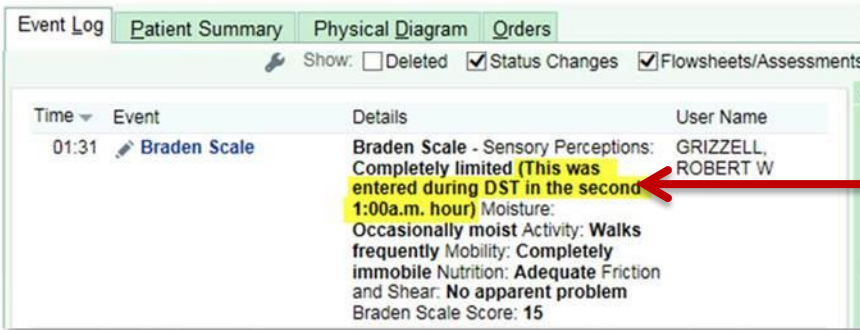
| Time Zone  | Epic Downtime/ Upgrade Starts (90 minutes) | Estimated Epic Downtime Ends | What this means...   | Medical Device Interfaces turned off from... |
|--|--|------------------------------|--|--|
| Eastern  | 1:00AM EST                                 | 2:30AM EST                   | Eastern documentation will continue as normal after <b>required back-timed documentation**</b> is complete; no repeated hour in Epic due to downtime | 1:45AM EDT<br>to 4:45AM EST                  |
| Central  | 1:00AM CDT                                 | 1:30AM CST                   | Central documentation will reset clocks at <b>2:00AM CDT to 1:00 AM CST</b> and repeat the hour; back-document in Epic per guidelines                | 12:45AM CDT<br>to 3:45AM CST                 |
| <p>**Follow appropriate ED Downtime policies for required back-documentation</p> <p><b>Eastern Daylight Time = EDT; Eastern Standard Time=EST</b></p> <p><b>Central Daylight Time = CDT; Central Standard Time =CST</b></p> <p><b>Medical Device Interfaces: iSirona, Alaris, OBIX</b></p> |  |                              |  |  |

### Special Considerations

Because of the cutover and time change, it can be very confusing for back-documentation of activities and thus time-dependent activities will require careful planning. The ASAP application has a few special considerations, as it is possible for a patient in the ED prior to downtime to still be there after downtime.

A. When back-documenting times that overlap due to the time change, a manual change of the documented time is required for the second overlapping entry, to one minute after the first entry.

- Example: A second 01:30 entry (what would have been the 02:30 time) is changed to 01:31, with a comment detailing the workflow used to compensate for the time change (i.e.: “This was entered during DST in the second 1:00 a.m. hour”)



- Documentation related to Intake/Output should be documented manually, per pump totals, rather than volume calculations in Flowsheet tools (i.e. Blood Product infusion volume), with a comment to clarify the length of time the volume infused

**B. DO NOT USE THE TRAUMA/CRITICAL OR CODE NARRATORS DURING THE RETURN TO STANDARD TIME**

- Code or trauma end events cannot be fired at a time prior to the stat event and it is important that this documentation be accurate and in order
- Either back-enter the information after the time change or use the downtime Code Blue paper forms
- Send paper Code Blue forms to Medical Records for scanning post-encounter

**C. DO NOT USE INTEGRATED DEVICES\*\***

- Devices that automatically record time into flowsheets must not be used during the time change conversion period
- Entries must be manually entered during this time

\*\*\* If available, integrated monitors/devices will experience an extended downtime during Epic 2017 upgrade cutover, but even if they show as active, do not use data from these devices until after 04:45 EST/03:45 CST.