Tip Sheet

Fall Daylight Saving Time Procedures

In order to track and maintain patient data in the system during the fall daylight saving time transition, Downtime Procedures will be in effect for the Daylight Saving Time Sunday, November 4, 2018 beginning at 12:50 am. During the Fall Daylight Saving time transition the time "falls back" one hour, so the 0100-0200 hour is repeated. These steps must be followed to ensure correct chronological documentation. During the downtime (12:50 am through 1:00 am), all ED arrival, admission, transfers, and patient movement related events will use the time period of 12:50 am through 12:59 am, regardless of the actual time.

Impacted Users

1. User access will be removed at 0050 (12:50 am). Early Access will be enabled for Registration, L & D, and the Emergency Registration so they can continue to register patients (using special procedures). All other users go to downtime procedures
2. All user access will be returned at 0115 (1:15 am) after the time change

Patient Arrival

Patient arrivals in the ED during this time will have to be handled through Patient Station. Follow the below steps to arrive your patient through Patient Station. Be sure to review the required arrival time before completing the arrival workflow.

1. Log into Epic.
2. Click **Patient Station**.

3. In the Patient Lookup Window, search for your patient.
4. From the Activity Toolbar in Patient Station, click **New ED Arrival**.
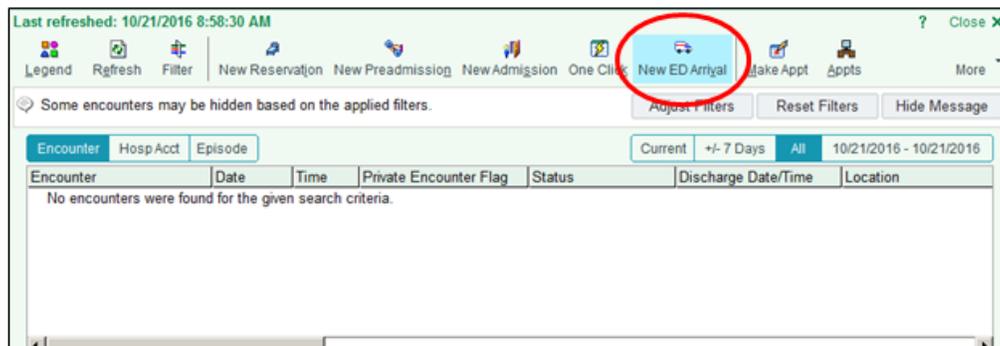
5. Read the details about arrival time before completing the **Emergency Arrival** workflow.
   - ✓ **During the 0100 – 0200 hour (1:00 -2:00 am), all patients will need to be arrived with a time of 0050 (12:50 am), regardless of arrival time.**
   - ✓ Complete your Emergency Arrival for your patient, using the 0050 arrival time.

6. Your patient will now have an ED Arrival encounter listed on the patient's, Patient Station.

Rooming Patients

During the system downtime, we will have to complete the process of bedding a patient through Patient Station as well. Follow the below steps to Room your patient.

1. Click **Patient Station**.

2. In the Patient Lookup Window, search for your patient.
3. In Patient Station, select the patients ED Arrival Encounter.
    ✓ Selecting the ED Arrival encounter will make buttons appear below the encounter.
    ✓ Click **ED Room**.

4. **During the 0100-0200 hour (1:00 – 2:00 am) hour, when rooming your patient, the time of the Expected Time needs to be 0051 (12:51 am), regardless of the time that the rooming takes place.**
5. Document the **Assign To** information, including the Room and Bed.

6. The status of your Patients Encounter will now be **ED Roomed**.

Inserting Update Before Admitting Patients

During the system downtime, patients who will be admitted will have to have their patient class changed to Inpatient. The patient class will be changed by entering a patient update through Event Management. The update will have to be inserted by a supervisor or charge nurse.
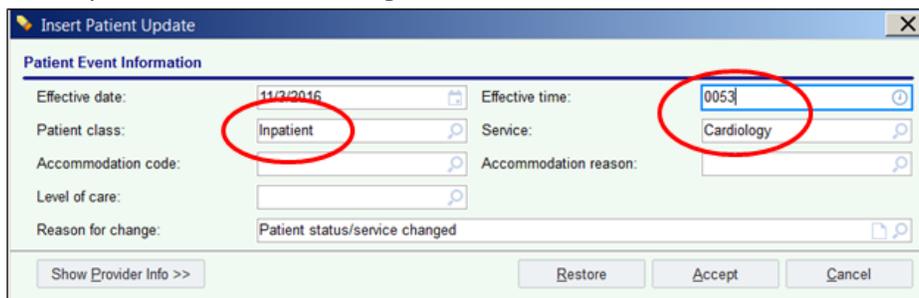
1. Click **Patient Station**.
2. In the Patient Lookup Window, search for your patient.
3. In Patient Station, select the patients ED Arrival Encounter.
   a. Selecting the ED Arrival encounter will make buttons appear below the encounter.
4. Click **Event Management**.
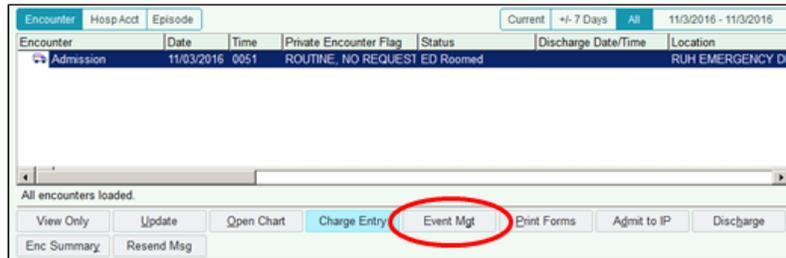
5. Click **Insert Patient Update**.

6. **During the 0100-0200 hour (1:00 – 2:00 am) hour, when Admitting your patient, the time of the Expected Time needs to be 0052 (12:52 am), regardless of the time that the rooming takes place**.
   a. On The Insert Patient Update Form, document the Update information
      i. Make sure that the Effective Time is 0052
      ii. Also make sure to change the Patient Class to Inpatient and Service to the new service the patient will be receiving.

7. Click **Show Provider Info**
   a. Enter the Admitting provider, attending provider, and the from date/time.
8. Click **Save All** and exit Event Management.

Admitting Patients

During the system downtime, we will have to complete the process of admitting or transferring a patient through Patient Station. Follow the below steps to Admit your patient.

1. Click **Patient Station**.

2. In the Patient Lookup Window, search for your patient.
3. In Patient Station, select the patients ED Arrival Encounter.
   - ✓ Selecting the ED Arrival encounter will make buttons appear below the encounter.
   - ✓ Click **Admit to IP (This is a transfer)**.
4. **During the 0100-0200 hour (1:00 – 2:00 am) hour, when Admitting your patient, the time of the Expected Time needs to be 0053 (12:53 am), regardless of the time that the rooming takes place.**
5. On The Transfer Information Form, document the transfer information (Make sure that the Effective Time is 0053)

6. Your patients encounter status in Patient Station will now be **Admitted.**

Transferring Patients

During the system downtime, we will have to complete the process of transferring a patient through Patient Station. Follow the below steps to Transfer your patient.

1. Click **Patient Station**.
2. In the Patient Lookup Window, search for your patient.
3. In Patient Station, select the patients Admisson/ED Arrival Encounter.
4. Selecting the encounter will make buttons appear below the encounter.
5. Click **Transfer**.
6. **During the 0100-0200 hour (1:00 – 2:00 am) hour, when Transferring your patient, the time of the Expected Time needs to be 0054 (12:54 am), regardless of the time that the rooming takes place.**
7. On The Transfer Information Form, document the transfer information (Make sure that the Effective Time is 0054)

Important Details

- During the downtime, 12:50 am to 12:59 am will be used for all Patient Movement activities.
- Clinical documentation will remain on paper during the downtime and will later be scanned.
- Access will remain available for Registration, L & D, and ED throughout the downtime to perform ADT, registration and census reconciliation functions. Specific information will be available to these departments.
- For questions or concerns please speak to your supervisor.