



What's Happening?

- Daylight Saving Time (DST) for Fall 2020 ends Sunday, Nov. 1.
- At 0200 the clocks will turn back to 0100.
 - **Central Daylight Time (CDT)** – the first hour is between 0100-0200.
 - **Central Standard Time (CST)** – the second hour is between 0100-0200 (the “fall back hour”).

What Should You Do to Prepare?

Admissions/Discharges/Transfers

- When clocks are set back during the fall Daylight Saving Time event:
 - A patient's existing ADT events can appear to have occurred in the future.
 - For example, if a patient was admitted at the first instance of 0115, that admission appears to have occurred fifteen minutes into the future when the second 0100 hour begins
- Epic is designed to prevent users from documenting certain ADT events out of order (such as admissions and discharges) or as overlapping (such as two patients being roomed in the same bed), you will likely encounter confirmation errors while performing ADT workflows during the second 0100 hour.
- Use [Appendix A: Tips to Resolve Common DST-Related Confirmation Errors](#) on the following pages to help you resolve these scenarios.
- While [Appendix A: Tips to Resolve Common DST-Related Confirmation Errors](#) describes the most common errors you might see, you might also encounter errors that are not described in the document. In general, it is best to minimize ADT activity as much as possible during the two hours of the Daylight Saving Time event.
- Keep track of any confirmation errors that arise and the workaround that was used on the [Confirmation Error Resolution Log](#).



Appendix A:

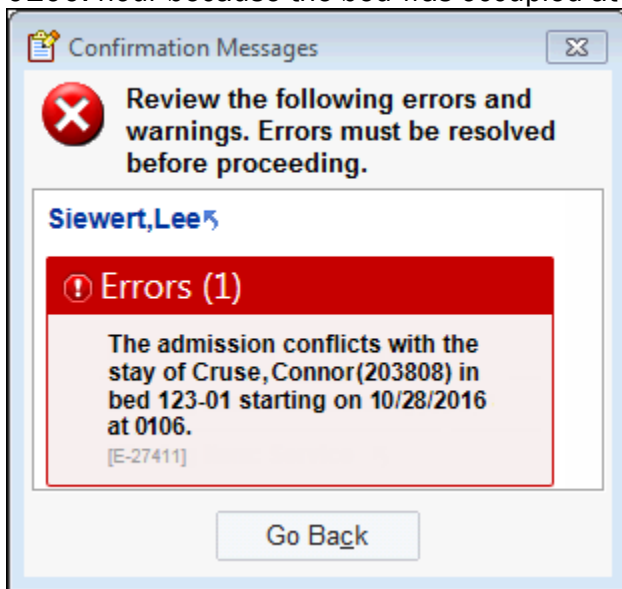
Tips to Resolve Common Daylight Saving Time (DST): Related Confirmation Errors

This section describes three common confirmation error scenarios that might occur as a result of the Fall DST event, as well as recommended workarounds that users can employ in each scenario. You should print and distribute this section to users who perform ADT workflows.

Common DST: Related Confirmation Errors

Common Error 1:

The system does not allow you to admit or transfer a patient into a currently open bed during the second 0100. hour because the bed was occupied at that time during the first 0100 hour.



This Error Appears in the Following Scenario

A patient was transferred out of this bed at the first 0130. Then, DST ended and the clock turned back to 0130.

Now, even though the bed is unoccupied, the system prevents you from moving any other patient to the bed until after the second 0130.

Workaround

Admit or transfer your patient to a hall or overflow bed within the destination unit and note your patient's true bed either on paper or within Epic.

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Then, after the second 0130, transfer your patient to her true bed within Epic.

Common Error 2:

The system does not allow you to transfer or discharge a patient because the system thinks your patient's stay overlaps with another patient's stay.



This Error Appears in the Following Scenario

If patient A occupies a bed from 0120 to 0145 during the first 0100 hour, you are allowed to admit patient B to the same bed when the second 0100 hour begins.

If patient B stays in the bed past the second 0120, his stay appears to overlap with patient A's stay. When you attempt to transfer or discharge patient B from the bed, you are warned that the stays now overlap, and you cannot complete the transfer or discharge.

Workaround

Before you attempt to complete patient B's actual transfer or discharge, first transfer him to a hall or overflow bed within the same unit. Enter a transfer time of one minute after patient B's initial admission or transfer time, so that the transfer time does not correspond with patient A's stay. For example, assuming you admitted patient B at 0100, you would transfer him to a hall or overflow bed within the same unit and enter a transfer time of 0101.

Then, you can complete patient B's actual transfer or discharge as normal.

Common Error 3:

The system does not allow you to transfer or discharge a patient because the system thinks the patient has not been admitted yet.



This Error Appears in the Following Scenario

A patient is admitted to your department at 0137. during the first 0100 hour. At 0115 during the second 0100 hour, you attempt to transfer or discharge the patient.

Because the system does not allow transfer or discharge events to occur before the time of the patient's admission (0115 is before 0137), you receive an error and cannot complete the transfer or discharge.

Workaround

There is no way to transfer or discharge the patient until after her admission time is reached during the second 0100 hour. If you need to room another patient in this patient's bed, we suggest placing the

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second patient in a hall or overflow bed within Epic until after 0200, while noting the patient's true bed either on paper or within Epic.

Then, after 0200, complete the first patient's actual transfer or discharge as normal. We suggest completing the transfer or discharge at an equivalent time during the 0200 hour (so if the patient was discharged at the second 0115, complete her discharge within Epic at 0215). Then, transfer the second patient into the now open bed.



Appendix B: Confirmation Error Resolution Log

MRN/Name	Error Type	Temp Room/Bed	True Room/Bed	Prev. Room/Bed	Attending Provider	Comments	Resolved?