



Team Name: Health Information Services Team Lead: Regional Manager Health Information Services Approved by: VP Corporate Services	Reference Number: ORG.1410.PL.105 Program Area: Health Information Services Policy Section: Health Information
Issue Date: January 13, 2016 Review Date: Revision Date:	Subject: Standard Date and Time

POLICY SUBJECT:

Standard Date and Time Documentation on Client and Non-Client records

PURPOSE:

To standardize the date and time format within Southern Health-Santé Sud to avoid confusion and provide consistent interpretation of date and time on all forms of documentation and within electronic systems.

To align with national and international standards of date and time format.

BOARD POLICY REFERENCE:

Executive Limitations (EL-07) Corporate Risk

POLICY:

- A standardized approach will be used throughout Southern Health-Santé Sud when recording the date and time.
- Date format must be documented as four (4) numerical characters for the year, three (3) alpha characters for the month, and two (2) numerical characters for the date.

PROCEDURE:

1. Where an electronic information system only permits the use of a specific date and time format, then all documents displayed or printed by that system should indicate the format that is in use.
2. Existing paper based and electronic information systems are not required to retrofit to comply with these standards.
3. Date and time format must be clearly documented in paper based and electronic information systems as four (4) numerical characters for the year, three (3) alpha characters for the month, and two (2) numerical characters for the date. Electronic system limitations may dictate date and time format for a particular system.
 - The following are acceptable documentation types:
 - Example: 2015-Aug-05 or 2015/Aug/05,
 - Example: 05-Aug-2015 or 05/Aug/2015, or
 - Example: Aug 05, 2015 or Aug 05/2015
 - Time format: 24 hour clock
 - Example: 2145 hours, or 21:45 hours

REFERENCES:

Prairie Mountain Health. *Standard Date and Time Format*

International Organization for Standardization (ISO) ISO 8601: 2004. *Data elements and interchange formats – Representation of dates and times.*