



STANTON TERRITORIAL HEALTH AUTHORITY

POLICY

CATEGORY: Information Services	PAGE NUMBER: 1 of 1
SUBJECT: Standard Date Format	DISTRIBUTION: Hospital Wide Manuals
CURRENT EFFECTIVE DATE: April 2014	NEXT REVIEW DATE: April 2017

Date formats within Stanton Territorial Health Authority need to be consistent and comply with good patient safety practices.

SPECIAL POINTS

- This standard date format must be used for all data entry, report generation, patient care charting and correspondence.
- Some systems/applications may not be capable of meeting this standardized date format and that is acceptable.
- Future Requests For Proposals (RFPs) for systems need to take into consideration this standard date format.

POLICY

The following will be used as the standard date format:

DD/MMM/YYYY

Example: 12 Jan 2014

Reviewed and approved by:

 APR 3 2014
Chairperson, CPAC (signed and dated)

Reviewed and approved by:

 APR 3 2014
Chief Executive Officer (signed and dated)