

# **Backup Policies and Procedures**

## **Policy:**

It is the policy of our practice to implement backup procedures in order to protect the confidentiality, integrity, and availability of the electronic protected health information (EPHI) of our patients.

## **Procedures:**

The Partner Server will automatically perform a complete system backup every night.

The automatic backup will commence at 2 A.M. and is usually completed by 4 A.M.

The backup program will verify that the backup has completed and that all files were written out correctly.

The success or failure of the backup program will be reported to the System Administrator by email. If the backup fails, it will also be reported to PCC.

The System Administrator is responsible for changing the backup media (usually a 4mm tape) each morning.

Backup media is labeled with the day of the week.

There will be four different tapes for the Friday backups. They will be stored off-site by the System Administrator.

If a user creates an important file from their personal work station, he/she should store that file on the central Partner Server so that it will be backed up each night.

All media belonging to our practice is assumed to contain sensitive information and should be treated as such.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.