

Contingency Policy and Procedure

(AAP recommended policy modified by PCC)

Policy:

It is our policy to establish Contingency Plans in order to protect the confidentiality, integrity, and accessibility of our electronic protected health information from vulnerability in the event of an emergency. It is the purpose of our practice to enable sustained operation of the information systems in the event of an extraordinary event that causes these systems to fail minimum production requirements. We will assess the needs and requirements so that we may be prepared to respond to the event in order to regain efficient operation of the systems that are damaged.

Procedure:

Every member of our workforce is responsible for the integrity of our electronic protected health information.

The Security Official (or other designated person) will respond to the Facility Security Analysis in order to determine if there are any vulnerabilities to the electronic protected health information at our practice.

The Security Official (or other designated person) will respond to the Contingency Plan steps for our practice.

We will establish procedures in order to reduce the risk of vulnerability determined by the Facility Security Analysis.

The Contingency Plan of our practice is an ongoing responsibility and will be reviewed by our Security Official as necessary to include quarterly and annual reviews.

The Security Official (or other designated person) will train our workforce on the procedures of the Contingency Plan.

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

Partner Contingency Plans

In the event of a disaster that renders your server inoperable, call PCC at 1-800-722-7708.

PCC will ship you a loaner Partner Server that your practice can use while your regular server is properly repaired or replaced.

Locate your most recent backup tape; depending on the disaster, this tape may be located outside the office.

Once the loaner server has arrived:

Un-box the loaner server.

Set up the loaner server by connecting it to the monitor, keyboard, modem, network, and power outlet.

Insert the boot disc or CD-ROM that comes with the loaner server.

Insert your backup tape when instructed to by the loaner server.

Approximately ten minutes later, you will be able to use your Partner server again.

Please note: depending on when the backup tape was made, your practice may have to re-enter some information into the Partner Server.