

**TITLE: Data Back Up Policy**

Category: Technical Support	
Original Effective Date: 1/09/08 Revision Date:	Review Date: December, 2007

ACCEL and Barton will establish and implement a Data Backup Plan to create and maintain retrievable exact copies of all clinical information also referred to as electronically protected health information or EPHI in the iREACH application.

Data backup procedures outlined in the Data Backup Plan will be tested on a periodic basis to ensure that exact copies of clinical information or EPHI can be retrieved and made available.

Media used for backing up clinical information or EPHI will be stored in a physically secure environment, such as a secure, off-site storage facility. If an off-site storage facility or backup service is used, a Business Associate Agreement must be in place.

**PROCEDURE:**

Tape backups of all systems are performed on a routine and scheduled basis. Barton utilizes the StorageTek tape backup library device. System backups are performed on a daily, weekly, monthly, quarterly and yearly cycle, as configured by the Network Administrator.

Monday-Saturday daily tapes are stored in the tape cabinet in a secured room in the Purchasing Building, to which only I.S. and Engineering have keyed access.

Sunday tapes (weekly backups) are stored in a secured room at the Carson Valley Medical Center facility (CVMC). There are two Sunday tape sets, alternating each week (so that there is a maximum of two weeks' Sunday tapes available at all times). Only I.S. personnel are responsible for tape transportation to and from the CVMC facility and Barton.

Monthly tapes are stored in a secured room at CVMC.

Quarterly tapes are stored in a secured room at CVMC.

Yearly tapes are stored in a secured room at CVMC.