

**TITLE: Disaster Recovery Policy**

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

To ensure ACCEL servers can recover from the loss of data due to an emergency or disaster such as fire, vandalism, terrorism, system failure, or natural disaster effecting systems containing clinical information also referred to as electronically protected health information or EPHI, Barton will establish and implement a Disaster Recovery Plan to restore or recover any loss of clinical information and the systems needed to make that clinical information or EPHI available in a timely manner.

- 1) The Disaster Recovery Plan should include procedures to restore clinical information or EPHI from data backups in the case of a disaster causing data loss.
- 2) The Disaster Recovery Plan should include procedures to log system outages, failures, and data loss to critical systems, and procedures to train the appropriate personnel to implement the disaster recovery plan.
- 3) The Disaster Recovery Plan must be documented and made available to Participants upon request.
- 4) Participants are responsible for developing and documenting their back up plan for connecting to ACCEL systems should their own internal systems not be available.
- 5) The disaster recovery procedures outlined in the Disaster Recovery Plan must be tested on a periodic basis to ensure that clinical information or EPHI and the systems needed to make said clinical information or EPHI available can be restored or recovered.

In the event of disaster in which ACCEL server(s) are unavailable, the Care Pathways Program will be completed via manual processes. Manual processes will be utilized until system availability is restored.