



Policy Title: Data Backup			
Department Responsible: THN Compliance and Privacy	Policy Number: THN-CP-110-0919- Individual Revocation of Authorization to Disclose PHI	THN's Effective Date: September 30,2019	Next Review/Revision Date: September 30, 2020
Title of Person Responsible: THN Compliance Officer	THN Approval Council: Board of Managers	Date Approved: September 30, 2019	Revision Approval Council:

PURPOSE:

Triad HealthCare Network has created policies and procedures regarding the backup of data and software on the Triad HealthCare Network server.

DEFINITIONS:

Term	Definition

POLICY:

Triad HealthCare Network will perform an incremental data backup of the data and software on the Triad HealthCare Network server on a monthly basis of the files that have been changed or added that month.

PROCEDURE:

Triad HealthCare Network will be backed up onsite and offsite per VPN. The backup will be encrypted with the key of a special administrative account known to the Privacy & Security Officer.

Triad HealthCare Network will keep offsite installable copies of all software that is used by Triad HealthCare Network in its original form.

These policies and procedures enable Triad HealthCare Network to respond to the following failures:

- 1.If Triad HealthCare Network loses the hard drive that contains the database in the server, the system's data can be restored to the moment of the failure.
- 2.If Triad HealthCare Network loses the server in a way that destroys the main hard drive and the database, Triad HealthCare Network can restore all but the last day's data.



3.If any other failure (i.e., software) affects Triad HealthCare Network data, Triad HealthCare Network can restore to any given day up to the previous week.

REFERENCE DOCUMENTS/LINKS:

COMMITTEE APPROVAL:

PREVIOUS REVISION/REVIEW DATES:

Date	Reviewed	Revised	Notes