

URI HIPAA SECURITY POLICY – IMPLEMENTATION SPECIFICATION #13D

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| Title: | DATA BACKUP AND STORAGE | Purpose & Background | See Memo Entitled "HIPAA at URI: Introduction to HIPAA and an Overview of HIPAA Implementation at URI" available online at the URI HIPAA website |
| Originator (Responsible Department/ Unit): | URI HIPAA Compliance Oversight Committee | Effective Date: | 05/22/2018 |
| Applies to: | All URI Departments and Units Designated as HIPAA "Covered Components" and "Business Associate Components" | Revised Date(s): | |

Purpose:

This implementation specification reflects URI's commitment to backup and securely store all EPHI on its healthcare computing systems and their associated electronic media.

Specification:

All EPHI on URI Covered Entity computing systems and their associated electronic media must be regularly backed up and securely stored. Backup and restoration procedures must be regularly tested.

Procedure:

1. Backup copies of all EPHI on URI Covered Entity computing systems and their associated electronic media must be made regularly and stored in a secure location.
2. Backup and restoration procedures for healthcare computing systems and their associated electronic media must be regularly tested to ensure that they are effective and can be completed within a reasonable amount of time
3. The URI Covered Entity computing system's backup media containing EPHI at a remote backup storage site must be given an appropriate level of physical and environmental protection consistent with the standards applied to the protection of EPHI at URI.
4. The retention period for backup of EPHI on URI Covered Entity computing systems must be defined and documented.

HIPAA REGULATORY REFERENCE: 45 CFR 164.310(d)(2)(iv)

HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE: *"Create a retrievable, exact copy of EPHI, when needed, before movement of equipment."*