URI HIPAA SECURITY POLICY – IMPLEMENATION SPECIFICATION #7A

Title:	DATA BACKUP PLAN	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 information systems and electronic media.

Specification:

All EPHI on URI information systems and electronic media must be regularly backed up and securely stored. Back and restoration procedures must be regularly tested.

Procedure:

The following safeguards must be implemented to satisfy the requirements of this standard:

1. URI Covered Entities must have formal, documented procedures for creating and maintaining retrievable exact copies of EPHI. At a minimum these procedures must identify the healthcare computing systems to be backed up, provide a backup schedule, identify where backup media are stored and who may access them, outline restoration process, and identify who is responsible for ensuring the backup of the EPHI.

2. The criticality of the data will determine the frequency of data backups, retention of data backups, as well as where data backups and restoration procedures will be stored.

3. Backup copies of EPHI will be stored at a secure location and must be accessible to authorized ECU workforce members for prompt retrieval of the information. The secure location must be as geographically distant from the location of the healthcare computing system as is feasible.

4. Restoration procedures for EPHI must be regularly tested as specified in the **Testing and Revision Procedures Implementation Specification** to ensure that they are effective and that they can be completed within the time allotted in the URI Covered Entities disaster recovery plan.

HIPAA REGULATORY REFERENCE: 45 CFR 164.308(a)(7)(ii)(A)
HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE: *"Establish and implement procedures to create and maintain retrievable exact copies of EPHI."*