

ADAMHS BOARD FOR MONTGOMERY COUNTY	BP # 517	
TITLE: Data Backup Plan	SUBJECT HIPAA SECURITY	
Page 1 of 1	EFFECTIVE DATE 4/21/05	SUPERSEDES DATE

PURPOSE: To establish and implement procedures to create and maintain retrievable exact copies of electronic protected health information.

POLICY:

The employee responsible for network administration at the Board is responsible for coordinating the ADAMHS Board for Montgomery County information systems backups. The current Board Data Backup Plan describes what data are backed up, how often, and where the backups are stored. Logs are kept that record when the data backups were conducted and this backup process is tested periodically to ensure data can be recovered.

REFERENCES:

HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003. § 164.308(a)(7)(ii)(A).

“Information Security: An Introductory Resource Guide for Implementing the HIPAA Security Rule”, National Institute for Standards and Technology (NIST), <http://csrc.nist.gov/publications/drafts/DRAFT-sp800-66.pdf>, May 2004.