



Oklahoma State University

Title: Disaster Recovery Plan	Policy #: SEC-06.02
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.308(7)(ii)(B)
Standard: Contingency Plan	Responsibility: Health Care Components
Effective Date: 4/20/2005	Pages: Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE: Restore EPHI data Policy

POLICY:

OSU will establish (and implement as needed) procedures to restore any loss of data.

OSU will use the disaster recovery as necessary for protection and recovery of EPHI data.

PROCEDURE:

In a contingency situation, OSU must be able to access necessary EPHI as quickly as possible. The emergency operating procedures in conjunction with IT policy will be used to revert to an emergency response mode.

The technical systems managers have a full complement of backups including data and applications. Hot spare servers are not available. In the event of a hardware failure resulting in server outage, the technical systems managers will solicit spare parts from vendors and/or other OSU campuses for a smooth transition to contingency operations. Hardware outages should not affect access to necessary EPHI for more than 24 hours in the EMR system and 72 hours in the Practice Management System.

REFERENCE:

Appropriate Emergency Operating Procedures for Clinic
Institutional Safety Emergency Procedures
Data Backup Plan