

# Backup Assessment

This checklist is to be used in the corresponding digital workshop.

I have a formal list of all data types and where they're stored.	Y	N	Notes:
My server has 2 (mirrored or failover drives) and I have at least 2 forms of backup.	Y	N	Notes:
I have all data sets backed up (patient database, x-rays, personal files etc.)	Y	N	Notes:
All my forms of backup are encrypted to protect PHI from unauthorized access.	Y	N	Notes:
I test my backup at least twice per year.	Y	N	Notes:
I have measured and am satisfied with our potential recovery time following any type of incident.	Y	N	Notes:
I have a written disaster plan.	Y	N	Notes:
I get daily proof of backup report.	Y	N	Notes:
If backing up to a drive, I disconnect external media once the backup has occurred.	Y	N	Notes:



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