

# Paper vs Digital Records



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Certified Information Privacy Professional (IAPP),  
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We help healthcare professionals and their IT providers secure practice and patient data from today's threats.

# Paper vs Digital Records

## The Digital Advantage



Digital dental practices are now the norm and over time the hiccups involved in transitioning have been well worth the outcome in efficiency.



While dentists have the worry of hacking, ransomware, and data loss, there are new technologies which automate cyber-security and lessen the risk.

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## The Digital Advantage

### Diagnostic

The quality and speed of digital x-rays exceeds film +  
Integrated software tools are beneficial for treatment planning  
and case acceptance

### Space

Digital records take up way less space  
Still some paper but minimized – convert to PDF

### Access

Quicker access to a record and it's searchable  
Can be shared easily to other providers

### Productivity

Practice management and imaging software  
with other integrated software offers exponential  
efficiency

# Paper vs Digital Records

## The Risks

### Data Security

Paper can't be hacked but once a record is lost, soaked in a flood, or burned in a fire, it's likely gone forever.  
Digital records need constant safeguarding across many platforms.

BENEFIT

Ransomware

Hacking

Human Error

Data Theft

Fraud

System Failure

RISK

# Solution: Keeping Digital Records Safe

## The Blueprint



It's not about doing one or two things. It's about creating layers of protection and preventing human error both through technical means, and education.

Anne Genge, Privacy & Security Specialist

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Free Online Self-assessment

# Questions to ask yourself:

ASSESSING RISK	KEEPING DATA SECURE	CLEAR POLICIES & TRAINING	DISASTER PLANNING
<p>Do you obtain an annual Security Risk Assessment of your practice network to identify gaps?</p> <p>Do you maintain an up-to date detailed software &amp; hardware inventory reports?</p> <p>Do you know exactly who has access to your systems and by what means? Do you have the ability to audit this?</p> <p>Do 3rd parties supporting your practice give evidence of understanding and compliance with applicable privacy laws and college guidelines?</p>	<p>Do you have a qualified person maintain system updates at least weekly and monitor for intrusion, viruses, and anomalies?</p> <p>Is there an alerting and remediation process for intrusion/virus/ransomware/breach incidents?</p> <p>Do you have email security filtering on your own domain and always use encryption when transmitting patient information?</p> <p>Do you get a daily or weekly system health reports proving the systems are secure and up to date?</p> <p>Do you restrict and monitor 3rd party access to your systems?</p>	<p>Do you have detailed written privacy and security policies?</p> <p>Do you have an annual training program for privacy awareness and cyber-security?</p> <p>Do you have contracts and agreements with employees outlining responsibilities for the privacy &amp; security of patient data?</p> <p>What about your business data?</p> <p>Do you have business associate agreements with all 3rd parties?</p> <p>Is there a clear process in place for what happens when an employee is terminated or leaves? Example, system access, passwords, equipment return.</p>	<p>Do you back up your data daily off-site at a secure location, or other secure means (encrypted hard drives taken off-site, failover server)?</p> <p>When was the last time you tested your backups?</p> <p>Do you have a disaster response plan including possible incidents and who does what and how?</p> <p>Do you have a breach identification and response procedure? Do people know their roles and what to do?</p> <p>Do you have breach/cyber-insurance?</p>

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Thank You



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