


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

<b>APPROVED</b>	<b>RESPONSIBILITY</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>	<b>PAGE</b>
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-42	1 of 2
<b>TITLE: DATA BACKUP AND STORAGE POLICY</b>				

**PURPOSE:**

The purpose is to create a retrievable, exact backup copy of electronic protected health information (ePHI), when needed, before the movement of equipment and the proper storage of that backup copy of ePHI. This is a standard required under the Physical Safeguards of the HIPAA Security Rule.

**SCOPE:**

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit ePHI.

**POLICY:**

- Guam Memorial Hospital Authority will determine when backups are needed and this will be done prior to the movement of any required systems.
- Guam Memorial Hospital Authority will make an exact, retrievable copy of the data.
- Guam Memorial Hospital Authority will test the copy of the data to make sure the copy of the data is exact and retrievable.
- Guam Memorial Hospital Authority will store the backed up data in a secure location and ensure that the appropriate access controls are implemented to only allow authorized access to all such data.
- Guam Memorial Hospital Authority will properly document the backed up data and the storage in a secure location to ensure it can be referenced and tracked.

**RESPONSIBILITIES:**

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be responsible for ensuring the implementation of the Data Backup and Storage Policy.

Reviewed: 01/2006

Revised: 02/2006

Approved: EMC 2/15/06

**COMPLIANCE:**

Failure to comply with this or any other security policy will result in disciplinary actions as per the Sanction Policy 6420-8. Legal actions also may be taken for violations of applicable regulations and laws such as HIPAA.

Data Backup and Storage is an addressable implementation specification defined within the Device and Media Controls standard (164.310 (d)(1)) in the Physical Safeguards category of the HIPAA Security Rule.

**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.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E)).