

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Information Technology</b>		
<b>Title:</b>	<b>Disaster Recovery</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Annually	<b>Adopted Date:</b> 07.07.2020	<b>Related Policies:</b> Information Management Policy
<b>Procedure:</b> <input type="checkbox"/>	<b>Author:</b> Chief Information Officer	<b>Review Date:</b>	
<b>Page:</b> 1 of 1		<b>Revision Eff. Date:</b>	

### **Purpose**

To ensure that Mid-State Health Network (MSHN) maintains a disaster recovery plan to provide information for management and workforce members to ensure recovery from a loss of data due to an emergency or disaster such as fire, vandalism, terrorism, system failure, or natural disaster affecting systems and processes that contain protected health information.

### **Policy**

Mid-State Health Network will maintain a disaster recovery plan. The disaster recovery plan will be reviewed annually and communicated to all staff.

### **Applies to**

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN’s CMHSP Participants:       Policy Only       Policy and Procedure
- Other: Sub-contract Provider

### **Definitions**

**Protected Health Information:** health information that can be used to individually identify persons through the use of a technology or methodology specified by the Secretary in the guidance issued under section 13402(h)(2) of Public Law 111-5 (HITECH Act) on the HHS Web site.

**Workforce:** employees, volunteers, trainees, and other persons whose conduct, in the performance of work for Mid-State Health Network or a business associate, is under the direct control of Mid-State Health Network or a business associate, whether or not they are paid by Mid-State Health Network or a business associate.

### **Other Related Materials**

MSHN Disaster Recovery Plan

### **References/Legal Authority**

Administrative Safeguards - HIPAA Section 164.308(a)(7)  
Public Law 111-5 Health Information Technology for Economic and Clinical Health Act (HITECH Act)

### **Change Log:**

Date of Change	Description of Change	Responsible Party
02.03.2020	New Policy	Chief Information Officer