

POLICIES AND PROCEDURE MANUAL

Chapter:	Information Technology		
Title:	Disaster Recovery		
Policy: <input checked="" type="checkbox"/>	Review Cycle: Biennial	Adopted Date: 07.07.2020	Related Policies: Information Management Policy
Procedure: <input type="checkbox"/>		Review Date: 09.14.21	
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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 biennially 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
06.2021	Biennial Review	Chief Information Officer