


Name of Policy:	Computer Back-up	 Effective Date: 03/2009 Initial Effective Date: 6/1987
Policy Number:	3364-105-417	
Department:	Health Information Management	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement



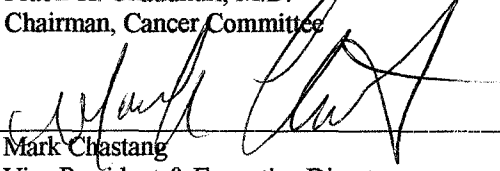
The University of Toledo Medical Center's (UTMC) Cancer Registry's database is housed in a Electronic Registry Systems (ERS) server which is backed up on a daily basis.

(B) Purpose of Policy

To ensure all data recorded into the ERS database is protected against being completely lost.

(C) Procedure

1. The ERS database is backed up nightly by the Information Systems department at UTMC.

Approved by:		Review/Revision Date:
	<u>3-30-09</u>	2/94
Paula F. Kessler, RHIA Director, Health Information Management	Date	1/99
	<u>3-30-09</u>	7/00
Prabir K. Chaudhuri, M.D. Chairman, Cancer Committee	Date	4/03
	<u>4/1/09</u>	8/04
Mark Chastang Vice President & Executive Director	Date	7/05
<i>Review/Revision Completed By:</i> Health Information Management		5/06
		11/07
		4/08
		3/09
Policies Superseded by This Policy: 10-417		Next Review Date: 03/01/2010

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.