(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 lost.

(C) Scope

This policy applies to all health information management employees. Mainly used by the cancer registry department in conjunction with the cancer committee.

(D) Procedure

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