

Our Annual Data Back-Up, Contingency & Operations Assessment Report

This report is to be filled out annually by our Data Management and IT Support team:
Your IT Support Team may supply you with ***their own version*** of this report.

1. Review of our Operation Plan

Date of Review: _____

Evaluation reveals the need for: _____

2. Review of our Risk Analysis

Date of Review: _____

Evaluation reveals the need for: _____

3. Review of our Security Analysis

Date of Review: _____

Date of Review: _____

Evaluation reveals the need for: _____

4. Review of our Data Back- Up

Date of Review: _____

Evaluation reveals the need for: _____

5. Review of our Disaster Recovery Planning

Date of Review: _____

Evaluation reveals the need for: _____

v001 11/2023

6. Review of our Emergency Mode of Operations Plan

Date of Review: _____

Evaluation reveals the need for: _____

BE SURE TO ALSO KEEP A CURRENT WRITTEN RISK ASSESSMENT REPORT IN ADDITION TO THIS REPORT

Risk Assessment Vulnerabilities Test / ePHI in Transit or at Rest SAMPLE

The following table is part of our Risk Assessment for our facility and reviews devices that transmit ePHI or keep it at rest. It also indicates threats and vulnerabilities that could be susceptible from the environment, people or natural disasters. An Impact & Risk Rating is also included in this Assessment. Management and IT Support works to rectify all risks to keep our ePHI secure and up to current HIPAA Standards.

ePHI	Threat	Vulnerability	Precautions Taken	Likelihood	Impact	Risk
PI Electronic Records	Hackers	Hacking Untrained Employees Late Updates	IT Services Firewalls / Malware Software Updates	LOW	unlikely	LOW 1-2
Billing Software	Hackers	Hacking Untrained Employees Late Updates	IT Services Firewalls / Malware Software Updates	LOW	unlikely	LOW 1-2
Scheduling	Hackers	Hacking Untrained Employees Late Updates	IT Services Firewalls / Malware Software Updates	LOW	unlikely	LOW 1-2
Email	Hackers	Hacking Phishing Untrained Employees	IT Services Firewalls / Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Fax	Wrong Recipient	Untrained Employees	iFax IT Services Firewalls / Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Cloud Storage	Hackers	Hacking Phishing	IT Services Firewalls / Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Computer Hardware	Natural Disaster Fires	Out dated IT not protecting Natural Disaster Fire / Flood	IT Services Firewalls / Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Mobile Devices	Loss Hackers	Outdated No Encryption	Do not text PHI Use Text Encryption Service	LOW	unlikely	LOW 1-2
Website	Hackers	IT not protecting	IT Services Firewalls / Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Laptops & Tablets	Hackers	Hacking Phishing Untrained Employees Theft	Encrypted Password protected Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Office Computers	Hackers	Break in Electrical Surge Flooding	Password Protected Malware / Firewalls Malware Software Updates Employee Training	LOW	unlikely	LOW 1-2
Server	Theft	Break In Inside Tampering	Stored Remotely Employee Training & Updates to Training IT Services Antivirus Protection	LOW	unlikely	LOW 1-2

Threads could include: (ex. malware and hackers, outdated software, unintentional error, hardware failure, theft and loss, flooding).

Risk Assessment Vulnerabilities Test / ePHI in Transit or at Rest

OFFICE NAME: _____

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ePHI	Threat	Vulnerability	Precautions Taken	Likelihood	Impact	Risk
Pt Electronic Records						
Billing Software						
Scheduling						
Email						
Fax						
Cloud Storage						
Computer Hardware						
Mobile Devices						
Website						
Laptops & Tablets						
Office Computers						
Server						

Threads could include: (ex. malware and hackers, outdated software, unintentional error, hardware failure, theft and loss, flooding),