## Disaster recovery plan (Criterion 4.2.2)

Practice policy

<<Customise this section as appropriate>>

Our practice has a disaster recovery plan in place in the event of an emergency such as power failure to ensure the information on the computers is saved and protected.

Our practice uses the template disaster recovery plan from the [GPCG Computer Security Policy and Procedure Manual Template](http://www.gpcg.org.au/index.php?option=com_content&task=category&sectionid=6&id=72&Itemid=138).

Some of the functions which need to continue when a computer ‘disaster’ occurs are:

* making appointments for patients
* giving patients invoices and receipts
* allowing GPs to provide adequate clinical care while not having access to electronic health records
* knowing who to phone for technical advice on getting the system operational again
* knowing how to restore data using the backup medium, and, together with technical support, ensuring that computer hardware and software are restored to normal working conditions
* outlining any of the additional roles that staff might need to undertake during the disaster.

To ensure that quality consultations continue in the event of computer failure, our practice prints templates from the clinical software program and stores in a central location. These can then be used as part of the consultation with hand written notes scanned or entered into the clinical software when the computers come online.

Practice procedure

Our practice disaster recovery plan is stored <<insert location that the disaster recovery plan is stored>>.

Our practice disaster recovery plan is tested on a <<insert frequency of testing here, eg 6 monthly>> basis. The plan was last updated <<insert date>>.

<<Insert staff member responsible here>> is responsible for testing and updating the disaster recovery plan on a <<insert frequency of testing here, eg 6 monthly>> basis.

Helpful Resources: [QbAY](https://www.qip.com.au/library.asp?aqid=1) >> **Practice Management**, [GPCG Computer Security in General Practice](http://www.gpcg.org.au/index.php?option=com_content&task=category&sectionid=6&id=72&Itemid=138), [RACGP Handbook for the Management of Health Information](http://www.racgp.org.au/) and [Australian Medical Association (AMA) Code of Ethics](http://www.ama.com.au/)