

In our experience, many practices do not take enough steps to ensure that they have their computer system data adequately backed up. Many things can cause loss of your data at any time. For example: computer failure, viruses, fire, water damage, and even theft.

There are many steps to ensure proper backup. Here are some of the ones we highly recommend. Remember, **Data Tec** has **no responsibility** for your data backup or recovery; it's entirely in your hands.

First Strategy (Server Backup)

- 1) Backup your entire Main Computer (Server) hard disk every night to an external removal hard disk or tape. We recommend not using USB Flash or Thumb drives; typically they aren't fast enough to backup your entire server, including both PowerSoftMD and Windows. We recommend having your hardware network technicians set this up for you.
- 2) Alternate between at least 5 different backup sets. It's smart to use a different tape or disk for each day of the week.
- 3) Take at least one of the backups out of the office each week. Take it home! Fire proof boxes won't keep computer media safe or away from a robbery. Since you will be taking them out of the office you should use a backup program that provides both encryption and password protection.
- 4) Review your Backup Software's reports making sure your backups are running successfully. We recommend creating a manual log then having whoever is responsible for backup in your office signing and dating each time they review the report.
- 5) Have your hardware support technician verify that your backups are good.

Second Strategy (Permanent Backups)

- 1) Create a permanent backup on CD or DVD of your Main Computer's **EZW & EZWCLAIM** folders Periodically, such as monthly or at least quarterly.
- 2) Don't use re-writable CD's or DVD's. They are unreliable. "Write Once" CD's and DVD's are acceptable.

Third Strategy (Work Station Automatic Backups)

- 1) Allow the weekly PowerSoftMD backups to run at each work station. These backups create a copy of your patient database, billing, insurance, and appointment information on the work station computer. Note: patient charts and x-rays are not backed up.
- 2) Use the Primary Menu "Options" button to set the day or days of the week at each computer you wish this to run. We recommend having different days set for different work stations.
- 3) When the backup window starts, you can simply minimize it and continue to work.

Forth Strategy (Cross Network)

- 1) Run the Cross Network backup, at least weekly, to one or more work stations. Activate this from the Primary Menu then select the “Backup” button and select the Green Cross Network backup button.
- 2) This backup will create a folder called **EZWBK** on the workstation that contains all the data from the **EZW** folder on your server, this includes patient charts. Typically your digital x-rays are stored in your digital x-ray folders, not in **EZW**.
- 3) The first time this runs it can take a long time due to the number of files involved, so it is wise to run it the first time overnight. After the first time, it should only backup changed or newer files and you could run it over your lunch hour.
- 4) A great thing to do is to schedule Windows to run this once a day. Just schedule the file **C:\Netmenu\Netback.bat** This file is created the first time you use the Green Cross Network backup button.

Fifth Strategy (Internet Backup)

- 1) Use an Internet backup service. Backup the entire **EZW** folder on the Main Computer.
- 2) Typically most services will let you send them an initial external backup.
- 3) Set this service to backup up changed files over night.
- 4) To be HIPAA compliant, most services provide an encrypted backup. Be sure to keep your passwords in a safe place.

Sixth Strategy (Running External Hard Drive Backup)

- 1) Set up an external backup on the server or work station and run the HD Backup option. This will be your personal “extra” hands on backup regardless of what your hardware technicians setup.
- 2) From the Primary Menu, select the “Backup” option then the Purple or Magenta “HD Backup” option. Make sure you don’t select the “Exclude PDF” check box.
- 3) This backup will create a folder called **EZWBK** on the external hard drive.
- 4) The first time this runs it can take a long time due to the number of files involved. We recommend running it the first time over a weekend. After the first time, it should only backup changed or newer files and you could run it over your lunch hour or when the anytime PowerSoftMD isn’t being used.
- 5) A great thing to do is to schedule Windows to run this every night. Schedule the file **Netmenu\EZHDBack.bat** This is the file created the first time you use the Magenta HD Backup button.

Seventh Strategy (Periodically Double-Checks)

- 1) On a monthly basis, check to see all your backup procedures are working as intended.
- 2) Remember, you can send any CD, DVD, or USB Thumb drive backups to Data Tec for testing and verification.

We welcome any calls regarding backup or recovery advice or assistance. Again, **Data Tec** has **no responsibility** for your data backup or recovery; it’s entirely in your hands.