



## Online Back Up

There are a growing number of companies offering Online Backups via the Internet. Here is some basic information that should help you select your service.

1. We recommend that you select a service which provides automatic encryption of your data with a password that you control. Make sure the service is HIPAA compliant.
2. If you are using EMR, typical offices create about 5 gigabytes of new storage per year. Of course, this varies on the amount of scanned documents and images you store and what their resolution is.
3. Most vendors allow you to upload everything the first time, which can take multiple days, then upload only the changed or new files per day which normally takes an hour or two.
4. Typically the daily backup can be scheduled to run over night.
5. Bear in mind that if it takes multiple days to upload all your data, it could take multiple days to download it in case you need to retrieve it, unless the vendor has a service where they can burn your data to DVD or another media for you.

## An Alternative

With the cost of external hard drives being so reasonable, about \$120 for 500 gigabyte drives, we would recommend you consider using two external hard drives and alternate bringing them in and out of the office on a weekly basis.

They can be configured to keep an up-to-date image of all your data, even backing up changes as frequently as 4 times a day! Be sure and get at drive that supports both USB and Firewire. If you decide to do this, please tell us so that we may help.

### **Summary:**

There is no substitute to doing a nightly backup tape or rev drive where you check it to make sure it's working and rotate the backups out of the office on a daily basis with at least 5 different backup sets.

At this point in time, we have no specific recommendation on what company you should use for Online Backup. One product you may want to look at is at [www.iomega.com](http://www.iomega.com) and the iStorage product.