HIPAA POLICIES AND PROCEDURES

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| **Policy Title:**  Contingency Plan Policy  **ID:** ContingencyPlan**07202015**  **rev: 0.8** | | **Approval Date:**  00/00/0000  **Effective Date:** 00/00/0000  **Revisited date:** 00/00/0000 |
| **Subject:** Create a framework to build contingency planning policies and procedures in accordance with HIPAA, these policies and BAA’s and all other policies of this covered entity. | | |
| **Primary Responsible Departments and/or BAA:**   Security / Compliance | | **Review Frequency:**  **Last Review:** 00/00/0000  **Next Review:** 00/00/0000 |
| **Secondary Responsible Departments and/or BAA:**  Administration | |

**Scope:** Workforce and BAA’s

**Purpose:**  
To comply with all applicable laws, regulations and our own policies this policy covers the creations of contingency planning documentation for HIPAA with a Google BAA.

**Authoritative Reference:**

45 CFR §164.308 (a) 7

**Policy Definitions:**

1. ***Data Backup Plan*** – Make sure there are ways to retrieve copies of EPHI in case of a breach or malfunction.
2. ***Disaster Recovery Plan*** – We must have practical plans and procedures for restoring data lost to a reasonably foreseeable risk.
3. ***Emergency Mode Operation Plan*** – we must have plans that establish how to continue critical business operations while protecting the privacy of EPHI in emergency conditions.
4. ***Testing and Revision Procedures*** – We must have procedures to periodically test and revise contingency plans.
5. ***Applications and Data Criticality Analysis*** – We must implement procedures to assess the relative importance of specific data and applications as part of contingency plans.

**Related Policies and Procedures:**

**Administrative:**

HIPAA Security Management Root Process

HIPAA Assigned Security Responsibility  
HIPAA Workforce Security

HIPAA Information Access Management

HIPAA Security Awareness and Training

HIPAA Security Incident Procedures

HIPAA Contingency Plan

HIPAA Evaluation

**Physical:**

HIPAA Device and Media Control Policy

HIPAA Facility Access Control Policy

**Technical:**

HIPAA Access Control Policy

HIPAA Audit Policy

HIPAA Authentication Policy

HIPAA Workstation Use Policy

HIPAA Workstation Security Policy

HIPAA Information Integrity Policy

HIPAA Transmission Security Policy

**BAA’s and Other Agreements:**

HIPAA Business Associate and Other Agreement Policy  
Google BAA

**Templates:**

Policy Template

Procedure Template   
 Incident Template