

Arizona Computer Services, Inc.

Computer System Backup Policy

Clients running the CARE/DM billing system: Backups of client data are performed each time a client (or ACS on their behalf) submits a “daily close” from within the billing software. The data is backed up to either a 4mm DAT tape drive or a 1/4” cartridge tape (QIC) and the media is stored, on-site, within a magnetic media-rated fireproof floor safe. When the premises are not occupied all exterior doors are locked and the alarm system activated.

Both used and unused backup tapes shall be kept in the fireproof safe located in the main computer room.

When a used backup tape is no longer needed by ACS, the Security Manager will destroy the contents of the backup tape in such a way as to render the information completely irretrievable and will dispose of the tape.

Weekly, an automated full image backup of all disks is performed. A copy of these tapes are taken home by the Security Officer or the operations supervisor for additional protection.

ACS has also contracted with ProData Payroll Services of Burlington, Iowa and Caremaster, Inc. Of Dallas, TX to be an emergency “hot site” in the event of a catastrophic hardware failure (i.e., TOTAL destruction of ACS’ facilities and computer systems).

Clients running the Prodata billing system: The data is maintained at a secured Internet site (ASP model) on fault- tolerant systems utilizing RAIDS and/or disk-shadowing as methods of data protection along with routine tape backups of all client data. Power protection at the Intel-administered site is provided through battery backup AND diesel generators (for prolonged power outages). Virus protection within the ProData system is accomplished through the Intel-operated/maintained (ASP model) sites. Intel takes great pains to protect the systems which they are responsible for.

Violations of this policy will be addressed by the Security Manager.

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