


<b>Name of Policy:</b>	<u>Computer Back-up</u>	
<b>Policy Number:</b>	3364-105-417	
<b>Department:</b>	Cancer Center	
<b>Approving Officer:</b>	Chief Executive Officer - UTMC	
<b>Responsible Agent:</b>	Chief Administrative Officer – Outpatient Integrated Clinical Operations	
<b>Scope:</b>	Cancer Center Administration	<b>Effective Date:</b> 03/1/2020  Initial Effective Date: 6/1987
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

The University of Toledo Medical Center’s (UTMC) Cancer Registry’s database is housed in a CRSTAR web server which is backed up continually.

**(B) Purpose of Policy**

To ensure all data recorded into the CRSTAR database is protected against being lost.

**(C) Scope**

This policy applies to all health information management employees. Mainly used by the cancer registry department in conjunction with the cancer committee.

**(D) Procedure**

1. The CRSTAR database is backed up continually in the Cloud through the web.

Approved by:		Review/Revision Date:
<u>/s/</u> Daniel Barbee, MBA, RN, BSN, FACHE Chief Executive Officer - UTMC	<u>02/24/2020</u> Date	2/94 1/99 7/00 4/03 8/04 7/05 5/06 11/07 4/08 3/09 4/10 4/11 10/12 03/13 3/14 3/17 3/20
<u>/s/</u> Allen Seifert Chief Administrative Officer – Outpatient Integrated Clinical Operations	<u>02/24/2020</u> Date	
<u>/s/</u> Carrie Andrews, BA, CTR Cancer Registry	<u>02/23/2020</u> Date	
<u>/s/</u> Krishna Reddy, MD, Ph.D. Chairman, Cancer Committee	<u>02/24/2020</u> Date	
		<b>Next Review Date:</b> 03/01/2023
<b>Policies Superseded by This Policy:</b> 10-412		

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*