SUBJECT: Security and Back-up Procedures

SEE ALSO:

INFORMATION

The purpose of this procedure is to inform tumor registry staff of the procedure for back up of the Cancer Program Data Management System (CPDMS) and to maintain cancer registry data in a safe and secure manner. A password is required to access CPDMS and can only be obtained from KCR.

PROCEDURE:

1. Turn on the computer and log into the network using your log in and password.
2. Go to the start button and click once, go to Programs and look for the MS DOS prompt.
3. Insert a formatted blank disc into drive A:
4. Type 'kybackup' and press enter. At this point the program will start erasing the contents of drive A: and backup will begin. When the computer is finished with the first disc, it will tell you to insert disc 2 and press enter. This process will repeat itself for several discs (we are on a total of 9 discs now). When the backup is finished, the G: drive prompt (G:/KCR) will appear. The process is complete.
5. Remove the last disc and date the entire disc with the date of backup.

To restore back-up file (if necessary):
1. Go to the start button and click once, go to Programs and look for the MS DOS prompt, press enter.
2. Type G: and press enter.
3. Type cb \kcr\data\kcr\pkunzip a:\kcrback.zip and press enter. If that doesn't work, call 859-219-0773, extension 226 and ask for Mark Combs.

Note: It may ask for your last disc first.

Cancer Registry data is backed up nightly on the hospital server, monthly on disk by registrar and data is uploaded monthly by KCR Regional Coordinator and taken to the Kentucky Cancer Registry (KCR). In case of a computer crash, data can be restored from the hospital back up, the monthly cancer registry back up or from the KCR monthly upload.

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