

Communication Sciences and Disorders, Speech-Language-Hearing Clinic

Policies and Procedures

**SUBJECT: Data backup plan policy #15**

**Policy: All systems used by the Speech-Language-Hearing Clinic are to be securely backed up regularly.**

**Procedure:**

* **The Electronic Medical Records system, ClinicNote, is responsible for backing up our data via the cloud.**
* **Medisoft is backed up daily via H:\MyDocuments\’.mbk. This was set up by the NAU IT department.**
* **The spreadsheet which contains the accounts due and paid is backed up on the NAU Bonsai drive.**
* **All faculty computers, including computers used for research purposes.**