

HIPAA-27: Testing and Revision of Contingency Plans and Procedures

Effective Date:	12-01-2015	Last Revised:	7-17-2017
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Scope of Policy

This policy governs Testing and Revision of all Contingency Plans and Procedures for **TCS**. All personnel of **TCS** must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce.

Assumptions

- TCS** must comply with HIPAA and the HIPAA implementing regulations pertaining to the testing and revision of all contingency plans and procedures, in accordance with the requirements at § 164.308(a)(7). This includes backup and disaster recovery plans, as well as any other emergency operation plans.
- Contingency and emergency plans, as well as supporting data backup and related disaster recovery plans and the procedures associated with them, must be periodically tested and revised to ensure that they meet the emergency preparedness needs of **TCS**.
- Individually identifiable health information, including Protected Health Information ("PHI", as defined by HIPAA) must be afforded the same degree of security and privacy protection during the execution of any emergency or contingency plan as such information would receive during normal business operations.

Policy Statement

- It is the Policy of **TCS** to periodically test, and revise as necessary, all emergency preparedness plans, including contingency plans as well as supporting data backup and related disaster recovery plans.
- It is the Policy of **TCS** that all individually identifiable health information, including Protected Health Information ("PHI", as defined by HIPAA) shall be afforded the same degree of security and privacy protection during the execution of any emergency or contingency plan as such information would receive during normal business operations.

Procedures

- Emergency and contingency plans are the responsibility of the Executive Director, who shall ensure that all such plans are up-to-date and meet our emergency preparedness requirements.
- Emergency and contingency plans shall be tested, reviewed, and revised if necessary, at least annually. Copies of all such plans shall remain on file and be available to all personnel.
- The Executive Director shall fully document all emergency preparedness plans, including emergency and contingency plans, and all the revisions thereto, in accordance with our Documentation Policy and the requirements of HIPAA.
- Service Level Agreements will be reviewed periodically to ensure they are still appropriate to support Contingency Operation plans. This shall include all agreements with appropriate vendors providing any facilities, equipment or support services for the emergency and contingency plans developed.