

HIPAA_Data_Recovery_SOP

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HIPAA_Data_Recovery_Form

HIPAA Data Recovery Request & Chain of Custody Form

Instructions: Complete all sections. Store completed forms for 6 years per HIPAA retention.

Section 1: Request Details

- Request ID: _____
- Request Date/Time: _____
- Requestor Name/Title/Department: _____
- Contact Info (email/phone): _____
- Business Justification (clinical/operational impact): _____

Section 2: Data/System Identification

- System/Application Name: _____
- Environment (Prod/Test/Dev): _____
- Data Type(s) (ePHI, PII, other): _____
- Data Owner: _____
- Location (server/VM/endpoint/cloud service): _____
- Asset Tag / Hostname: _____

Section 3: Recovery Parameters

- Incident/Change Reference #: _____
- Desired Restore Point (timestamp/snapshot): _____
- RTO Target (hours): _____
- RPO Target (minutes/hours): _____
- Scope (entire system / database / folder / files): _____
- Dependencies (DB, services, keys, networking): _____

Section 4: Authorization

- Security/Privacy Officer Approval (name/sign/date): _____
- System Owner Approval (name/sign/date): _____

Section 5: Recovery Execution (to be completed by IT)

- Assigned Engineer: _____
- Start Date/Time: _____
- Source Media (backup set ID, snapshot ID): _____
- Hash/Integrity Verification (method/result): _____
- Steps Performed (summary):

- End Date/Time: _____
- Outcome (success/partial/failed): _____
- Data Validation Results (owner sign-off): _____

Section 6: Post-Recovery Actions

- Incident Record Updated (yes/no): _____
- Gaps/Issues Identified: _____

- Corrective Actions/Follow-ups: _____

- Runbooks Updated (yes/no/date): _____

Chain of Custody (if physical media used)

- Media ID: _____
- Description: _____
- Custodian Transfer Log (name, date/time, from/to, signature):

Date/Time	From	To	Signature	Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

HIPAA_Data_Recovery_SOP

HIPAA Data Recovery SOP (Printable Checklist)

Purpose: Ensure compliant, timely restoration of ePHI systems (HIPAA 45 CFR §164.308(a)(7)).

Section A: Triage & Authorization

- Validate incident/change request and business impact.
- Confirm data classification and owner; obtain approvals.

Section B: Identify Scope & Restore Point

- Confirm system, dataset, dependencies, and desired timestamp.
- Select backup/snapshot meeting RPO; verify media availability.

Section C: Prepare Environment

- Isolate affected systems if incident-related (malware/ransomware).
- Gather credentials/keys; ensure network and target capacity.

Section D: Execute Recovery

- Follow runbook for system/db/file restore.
- Track actions, timestamps, backup IDs.

Section E: Integrity Validation

- Verify file/system integrity (hashes, DB consistency, app checks).
- Obtain owner validation/sign-off.

Section F: Return to Service

- Reconnect to production networks; monitor performance and logs.
- Validate access controls and audit logging.

Section G: Documentation & Lessons Learned

- Complete Data Recovery Form and attach artifacts (hashes, logs).
- Update runbooks; record corrective actions and test plans.

Sign-Off

- Performed By (print/sign/date): _____
- Owner Validation (print/sign/date): _____
- Security/Privacy Review (print/sign/date): _____

Records: Retain forms, logs, approvals for 6 years.