

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.

Revision #1

Created 16 September 2025 21:34:04 by Travis Woolery

Updated 16 September 2025 21:34:14 by Travis Woolery