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.

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