

**BARNES-JEWISH HOSPITAL
TRAUMA SERVICES POLICIES/PROCEDURES**

TITLE: Trauma and Acute Care Surgery Database Backup Policy

SUBMITTED/REVIEWED BY:

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Policy Statement

- A. The Trauma Registry, Trauma Performance Improvement Database and the Acute Care Surgery Database shall be located on a Barnes-Jewish Hospital server and backed up by the **TSM Backup/Recovery Team**. The server is capable of handling the software used by the accreditation bodies, including but not limited to, the State of Mo and the State of IL. The TSM/Recovery Team backup each database daily and keeps 8 days of backup on a rolling cycle.
- B. The Trauma & Acute Care Surgery Department will also maintain a month of backups of patient data points on the trauma server.

Purpose

- A. To provide a backup safety net for the stored data in case there is a server or database failure.
- B. To be in compliance with the accreditation bodies for trauma center designation/verification.

Procedure

- A. There is an automated process in place that is a Scheduled Task. It runs a back-up every day at 0500. The files are saved to S:\Trauma\registry_backup\... titled to include date of data.

Resources/References

Customer Support Center, BJH IT Services
Illinois Department of Public Health, Emergency Services and Highway Safety, Emergency Medical Services and Trauma Center code, Trauma Center Designation, Administrative Rules
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Approval

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