

Chapter 2
.....

Making Backups

Good Backup Practices

The data that you store in Medisoft is the lifeline of your practice. This data allows you to maintain patient information, bill statements and claims, and track payment information. Because this data is so valuable, it is important to get into a good backup routine. This will ensure that, regardless of any unfortunate accidents such as a hard drive crash or office theft, your data is safeguarded. If you have more than one practice set up in Medisoft, you must back up each practice on a daily basis.

If you follow the backup routine that we discuss and recommend, it will ensure that the most you will ever need to re-key is one day's worth of data, should a disaster occur.

You should back up your data daily. Create five backup disks—one for Monday, Tuesday, Wednesday, Thursday, and Friday. A disk can be a floppy disk, a CD ROM, a Zip disk, or any other method of data storage. Each Monday you use the Monday disk; Tuesday the Tuesday disk, etc. This ensures that you always have a backup disk of the last five days of your database.

NOTES

The next phase of a good backup practice is with regard to Friday backup. You should have four Friday disks; you can label them Friday 1, 2, 3, and 4, referring to the first, second, third, and fourth Friday of the month. Each month you can cycle the Friday disks. This will ensure that you always have a one-month backup, in case you need to restore that month's data. It is also a good idea to have one backup disk for each month, and to keep these disks for an entire year. **You cannot have too many backups in place.** Keep in mind that, without data, you cannot bill your customers and insurance carriers and, therefore, you will not have any incoming revenue!

Off Site Backup

The last phase of a good backup system is to keep your backup storage off site. You should keep your month's-end backup off site, at least. You can keep it at your home, a safe deposit box, or anywhere other than your office. Many offices keep their daily backup disks off site, as well. At the very least, you should keep your month's-end backup disks off site. If your office were to have a fire, the insurance company would replace your computer, but they cannot replace your data. If you keep a backup off site, you can restore your data into your new computer and the amount of data that would need to be re-keyed would be minimal. This will ensure that you would not need to re-create all of your data.

Backup Options

There are several media options available for backing up your data. You can back up to a hard drive, a floppy disk, CD ROM, Zip disk, or tape.

Backing up to your **hard drive** is not recommended. If your hard drive crashes, you will lose any backup data, along with other programs and data that are lost. Even in a network environment, it is not a safe or reliable option.