



12-Point Dental Backup & Disaster Recovery Checklist

Use this checklist to verify your backup plan can restore your practice fast and protect patient data.

Backup & Recovery Essentials (Check Yes/No/Unsure)

1. Is our backup automated and continuous?

Yes No Unsure

Notes: _____

2. Where is our data physically and digitally stored? (local, cloud, hybrid)

Yes No Unsure

Notes: _____

3. Is our backup solution 100% HIPAA compliant? (encryption in transit + at rest, access controls, auditability)

Yes No Unsure

Notes: _____

4. How quickly can we restore operations after failure? (RTO: _____ hours/days)

Yes No Unsure

Notes: _____

5. How much data could we potentially lose? (RTO: _____ minutes/hours)

Yes No Unsure

Notes: _____

6. Are our backups tested regularly? (test restores, not just "job success")

Yes No Unsure

Notes: _____

7. Do we have a process for data restoration? (written steps + who to call)

Yes No Unsure

Notes: _____

8. Are our backups protected from ransomware? (immutable/air-gapped)

Yes No Unsure

Notes: _____

9. Does the backup cover ALL critical systems? (PMS, imaging files, email/cloud)

Yes No Unsure

Notes: _____

10. Do we have a Business Associate Agreement (BAA) in place?

Yes No Unsure

Notes: _____

11. Is support available during a crisis? (nights/weekends/holidays)

Yes No Unsure

Notes: _____

12. Does the plan include a full disaster recovery strategy? (hardware loss + business continuity plan)

Yes No Unsure

Notes: _____

High Risk
(0-3 "Yes")

Moderate Risk
(4-8 "Yes")

Strong Posture
(9-12 "Yes")

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