



# 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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