Backup Data on Local Optos PC

Purpose

This document provides guidance on backing up Vantage and Optos*Advance*™ image data for customers without Optos*Cloud*™ or Optos*Cloud* Backup.

NOTE: Customers are responsible for the backup and compliance of image data per HIPAA Requirements: All covered entities and business associates must securely back up retrievable exact copies of electronic protected health information. You must be able to fully restore any loss of data. You must store your backup offsite. Protected Health Information (PHI) must be encrypted or destroyed on site. Procedures should exist for periodic review and evaluation of the solution.
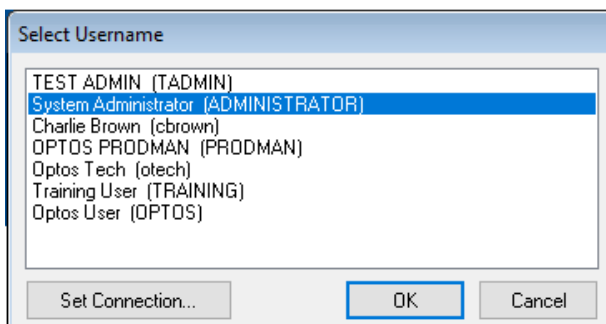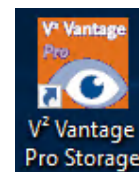
Contents

Backup Vantage Data on a Local Optos PC

Optos provides software solutions to archive data to an external storage such as a USB-attached drive, NAS, or File Storage on a network.

1 | From the Optos PC, select the **V2 Vantage Pro Storage** application icon.

**2 |** Login by selecting a username and password.

3 | Once logged in, you can set up folder locations to archive your data.
- a. There is a primary image location for .tif files.
- b. There is a secondary image location for .jpg files.
- c. When a successful archive is complete, a copy of the Vantage database is created in the primary image folder location. This file is labeled .mdb (Microsoft Access Database File).

4 | To schedule archiving to allow unattended operation of the archiving process, select

Settings>Schedule Archive Tasks.
   a. Set your desired **Scheduled Task Time.**
   b. Set **Primary Task** and **Secondary Task** to **Daily**.
   c. Set **Cleanup Task** to **Monthly**.
   d. Set **Database Backup Task** to **Daily.**
   e. Set **Location for Database backup** by browsing for desired location or choosing the default location.
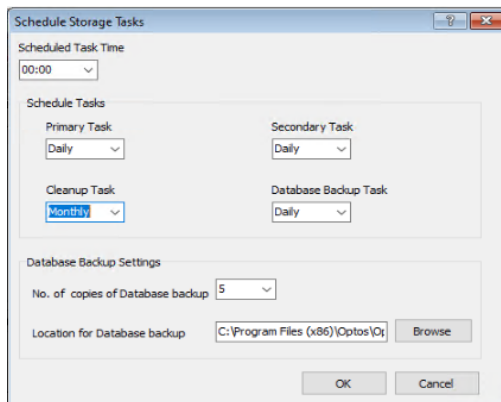
5 | To set permissions to allow writing to the Location for Database backup Scheduled Task operation. Go to **Optos Task Scheduler Service>Log On.**
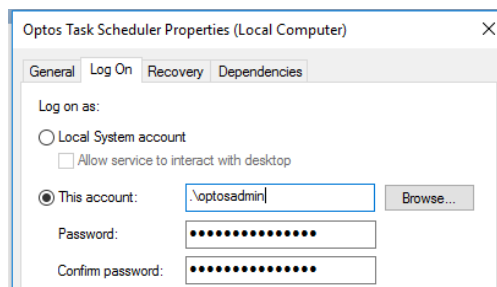
6 | Once you have successfully completed this part of the backup, known as archiving, contact your IT Department to back up this drive to an external site per HIPAA regulations.

Backing Up Local Optos*Advance* Data

Customers with Optos*Advance* should backup the defined repository location.

Archive: a copy of the data kept on site.

Backup: a redundant copy of the data kept off site per HIPAA regulations.

1 | Locate the Optos repository:
   a. Default location is c:\optos adv\ and all sub folders.
   b. If the repository was moved to another location (ie. NAS, File Server, or External Hard Drive) this is the location to backup.
   c. If unsure of the repository location, contact Optos Technical Support at 800-854-3039.

2 | Suitable methods for backing up:
   a. Optos*Cloud* and Optos*Cloud* Backup meet all federal and local HIPAA regulations where available.
   b. Ensure your IT Department complies with local and federal regulations when configuring data backup management for your office.