Maintenance Checklist

- ❑ Policies are in place prescribing Electronic Health Record (EHR) system maintenance procedures.

- ❑ Staff with responsibilities for maintenance understand and agree to system maintenance policies and procedures.

- ❑ Computers are free of unnecessary software and data files.

- ❑ Remote file sharing and printing (including remote printing) are disabled.

- ❑ Vendor remote maintenance connections are documented and fully secured.

- ❑ Systems and applications are updated or patched regularly as recommended by the manufacturer.