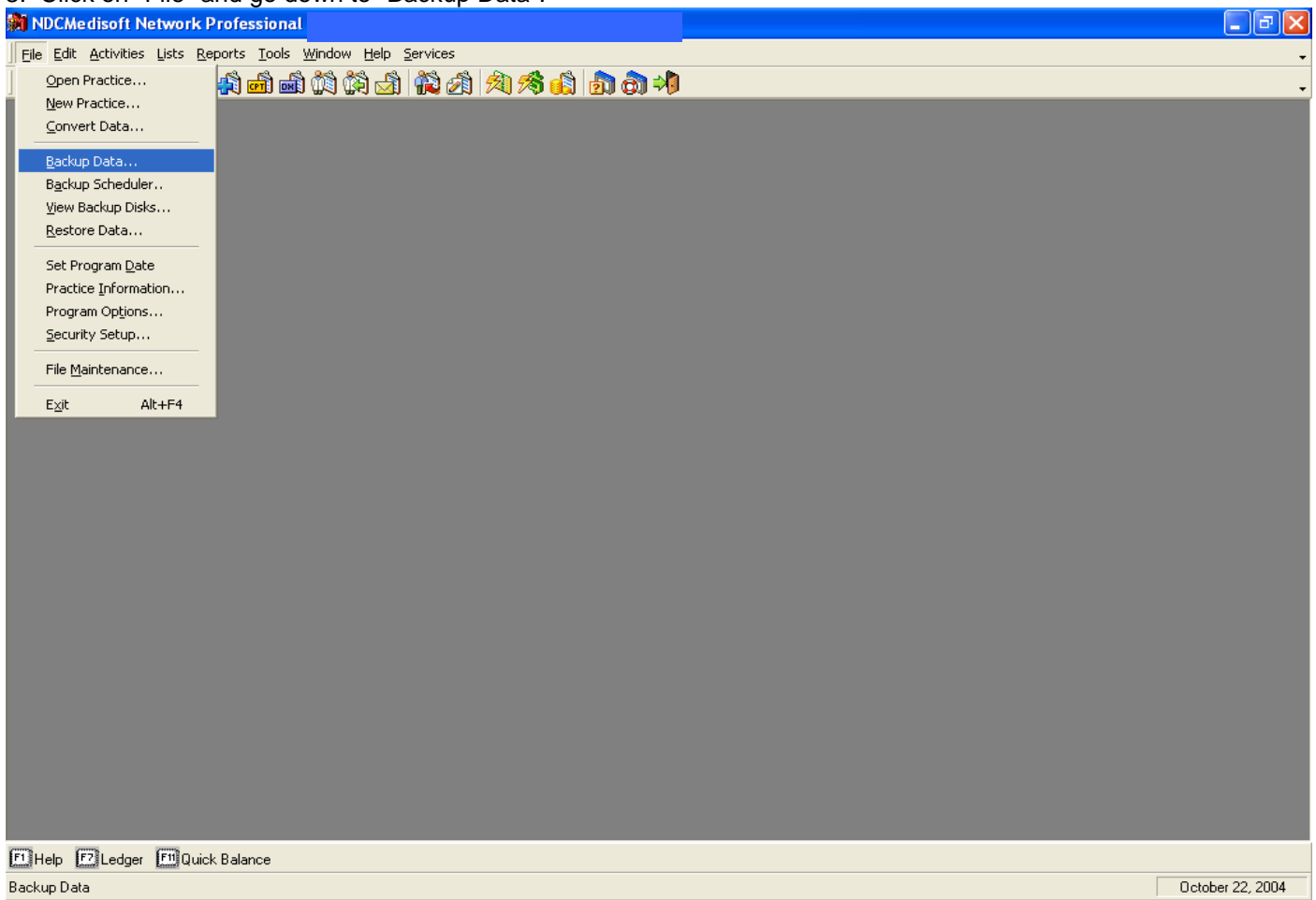
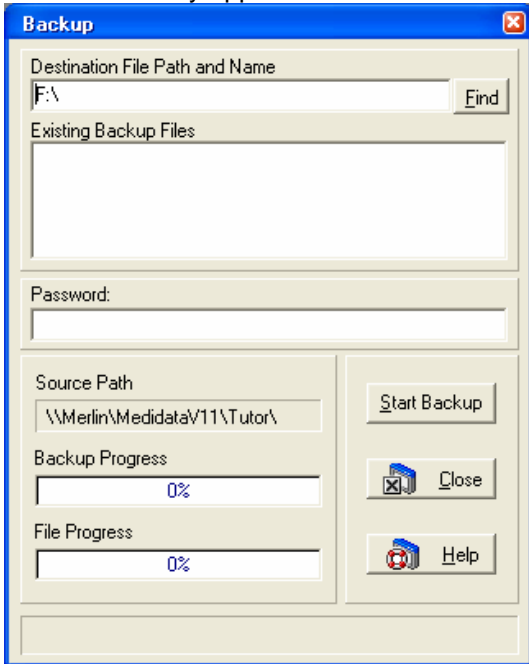


How to perform Backups in Medisoft:

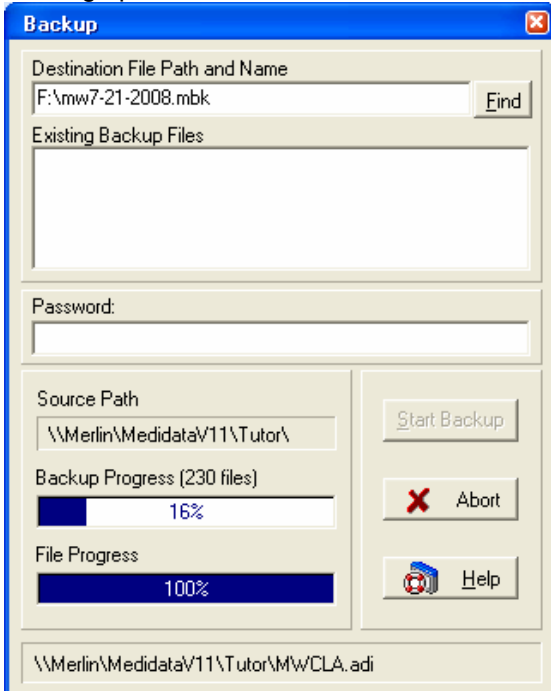
1. Insert the USB/Flash Drive for the day you are backing up (i.e. - Monday, Tuesday, etc.) into one of the USB ports on the computer. The USB drive will usually show as drive E or F. (you should have one USB/Flash drive for each day of the week for proper rotation)
2. Exit everyone else out of Medisoft and Office Hours and close all other Medisoft/Office Hours windows on the Server computer.
3. Click on "File" and go down to "Backup Data".



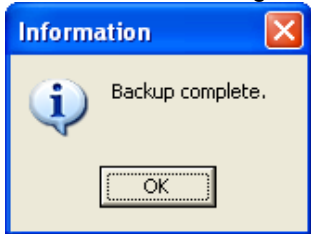
4. The Backup window will appear as shown below. You can click on the "Find" button if the proper drive letter does not already appear for the USB drive.



5. Click on "Start Backup" and the Backup process will begin. The Backup window will now appear with the correct information (as shown below) but with a different date for the backup file name for the date you are backing up.



6. The below message will appear once the Backup is complete; click on "OK" to close the backup windows.



7. The backup process is complete and you can remove and safely store the USB/Flash drive until next week.

As a reminder and per HIPAA regulations, the last backup should be taken off site and kept secure should something happen to the office location (flooding, fire, etc.).

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Here are some examples of USB/Flash Drives (a 2GB size is usually sufficient – larger offices will want to get a 4 GB size):

