EMERGENCY KIT

Prepare now . . . BEFORE an Emergency hits. This box is designed to help you assemble critical information in order to recover faster from an emergency. It should be stored in a fireproof safe or offsite.
ITEMS TO INCLUDE IN YOUR EMERGENCY KIT:

• Passwords
  • Servers, firewall, local and cloud backups, workstations, software, etc.

• Installation Disks
  • Practice management and imaging software, Quickbooks, etc.
  • Date of last update and version of software

• Vendor Contact Information
  • Cybersecurity company, IT company, tech support, sales reps, trainers, phone vendor, Internet provider, insurance company, attorney

• Support Contracts
  • Make sure they are current

• Inventory
  • All office equipment (computer names, serial numbers, what devices are connected to each computer, specific software on each employee’s workstations)
ITEMS TO INCLUDE IN YOUR EMERGENCY KIT:

• Banking and Credit Card Information
  • Auto debits from bank account each month
  • Bank account types, who are signers
  • Access to blank checks if needed
  • What credit cards have reoccurring charges each month

• Patient Schedules
  • Print out 2-3 weeks of patient schedules (and update daily)

• Off-Site Backup
  • Make sure you have a physical backup (on an encrypted external drive) that is taken off-site

• Forms
  • Daily office forms (consents, estimates, etc. in case you need to recreate)
We’re Here To Help

For additional information on this Emergency Kit or any of our cybersecurity services, please contact us at:

blacktalonsecurity.com or 800-683-3797