

Business Impact Analysis

OVERVIEW

A business impact analysis (BIA) is performed within each department to identify and prioritize essential processes. An essential process is defined as a process that if not performed will disrupt operations, interfere with patient care, prevent meeting of mandatory regulations/requirements, or inhibit the meeting of the agency's mission.

Each department should complete the business impact analysis and identify the specific essential functions needed to perform patient care services or maintain operations. The departments should also identify a return to operation or "RTO." RTO is the amount of time and service level within the department in which the process must be restored after an emergency event in order to avoid severe consequences. Once the department has a list of essential functions, each function should be prioritized as to its impact on restoring to normal operations. The agency then shall take each department BIA and prioritize the essential functions based on the agencies operational needs to restore operations and to guide resource allocations.

A Business Impact Analysis Template is provided in Exhibit G.

Exhibit G: Business Impact Analysis Template

Critical Business Activity	Description	Priority	Impact of loss <i>(Describe losses in terms of financial, staffing, loss of reputation, etc.)</i>	RTO <i>(Critical period before business losses occur)</i>

Completed by: _____ Date: _____