



Notification of Breach Letter Template

Note: only need to send a breach letter for serious, substantiated privacy complaints that cause serious harm to a patient's reputation and/or financial status, cause emotional upset, and/or cause legal consequences. When you send a breach notification letter to a patient, also need to report the privacy complaint to Health & Human Services (HHS) and Munson's Privacy Officer.

Date

Patient's Address

Dear

Brief description of...

- What happened
- Date of breach
- Date of discovery of breach

Description of types of unsecured PHI that were involved in the breach (name, SSN, DOB, diagnosis, etc.).

Steps individual should take to protect themselves from potential harm resulting from the breach.

Brief description of what your practice is doing to investigate the breach, to mitigate losses, and to protect against any further breaches.

Contact procedures for individuals to ask questions or learn additional information, including: toll free number, email, website, or mailing address.

Sincerely,

Name of Privacy Official

Privacy Official