

Sample Breach of PHI Log

XYZ Internal Medicine, P.C. Breach of Information Log—2011

Patient ID*	Breach Date	Breach Discovery Date	Description of Breach**	No. of Patients Involved	Notification Dates			Corrective Measures Taken	Privacy Officer Initials
					Patient	HHS	Media		
List attached as #23445-10	1/15/11	1/18/11	Unauthorized access; Hacking IT incident involving PC in Dr. X's office.	149	1/24/11	N/A	N/A	IT risk assessment and corrective encryption/firewalls installed to prevent recurrence	jlc
List attached as #14566-10	1/16/11-2/19/11 Exact date unknown	2/20/11	Laptop lost by practice business manager. Possible theft? Contained PHI: name/address, billing & contact info, medical records including domestic violence and alcohol/drug abuse referrals. Minimal encryption of data.	736	2/28/11	2/28/11	3/2/11	Laptop still missing as of 3/2/11. Description to building security and local and state police. Patients notified. Involved domestic violence shelters notified; working to relocate any patients, if necessary for personal protection. All XYZ Internal Medicine laptops to IT firm for security risk assessment/encryption verification.	jlc
#66532-10	3/4/11	3/5/11	Unauthorized disclosure of PHI to visitor by staff member. Subsequent verbal complaint to Dr. X by patient. Patient also filed formal complaint with the Office of Civil Rights at HHS.	1	N/A	N/A	N/A	Formal letter of apology to patient; involved LPN reprimanded w/official warning in HR file; required to attend next refresher course on patient confidentiality.	jlc

* Use medical record number, patient initials, or other non-identifying info. Do NOT use patient names. ** Include brief description of event, including type of information breached (e.g., patient's name/address, DOB, SSN, insurance ID#, etc.)



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