

# PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING  
THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

## Privacy Officer Notification of Security Events

Number 2008-04-21

HIPAA requires that ALL unauthorized disclosure of protected health information (PHI) be reported and accounted for.

PHI is any health information including demographic identifiers like name, address, dates related to a client (including DOB), admission or discharge dates, telephone or fax numbers, driver license number, email address, SSN, medical record number, health plan beneficiary number, account number, certificate/license number, any vehicle or device serial number, web address (URL), internet protocol (IP) number, finger or voice prints, photographic images, any other unique identifying number or code, or anything that identifies an individual with an age greater than 89. Unauthorized disclosure of any identifier information, with or without health information, must be reported.

Unauthorized disclosures are any time a client's or patient's protected health information is lost, misdirected, misplaced or stolen. Some example situations where you must notify the Privacy Officer are:

- client information folder placed on top of a car blows away
- client information is stolen from a car
- lost or stolen laptop, USB flash drive or other portable media with client information
- information from one client unintentionally mailed or faxed to another client
- inter/intranet posting of client information
- staff disclosing client information inappropriately (gossip)
- client's information found in parking lot

The Privacy Officer's job is to determine if the client's rights have been violated, to coordinate the investigation, assist in any notification efforts, help plan mitigation to prevent similar future occurrences and participate in any disciplinary actions that may be required.

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### IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

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