

Step 1: Notify **Michelle Pinter, Privacy Officer**, of the possibility of a breach immediately upon discovery.

Michelle Pinter, phone: (810) 342-1513, michelle.pinter@mclaren.org

Step 2: Complete the following information on this PDF form and e-mail to **Michelle Pinter, Privacy Officer**, michelle.pinter@mclaren.org.

Date of Breach:

Date of Discovery of Breach:

Name of Patient(s) Involved:
(including date of birth)

Method of Disclosure (e.g. internal, verbal, view-only, paper, fax, electronic, etc.)

Describe who received the information, and the content that was received (attach a copy of the information to the e-mail, if available)

Provide the circumstances of the release (e.g. unintentional, intentional, theft, loss, etc.)

Explain what happened to the information after the initial disclosure (e.g. viewed-only, information returned completely, information destroyed, unable to retrieve, unsure, re-disclosed, etc.)

For electronic breaches, provide information regarding whether the device was encrypted, password protected, no controls, etc.

Describe action(s) taken to reconcile the breach (i.e. corrective action for staff involved/ all staff, re-education of staff involved, change in office processes, etc.)
- per corporate policy, staff member's HR representative must be contacted for investigation.

Compliance Department Use Only

Risk Score _____

Breach Notice to Patient **Yes** **No**

OCR Notice **Yes** **No**

ComplyTrack Entered Date _____