

[Date]

[Notice may be provided using the HHS/OCR website]

Secretary of Health & Human Services  
The U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Washington, D.C. 20201

Dear Secretary:

In compliance with the Health Insurance Portability and Accountability Act (“HIPAA”), I am notifying you of a recent breach of unsecured protected health information (“PHI”) involving more than 500 patients. I discovered the breach on [Date and Time]. The breach involved [number] of patients. The following occurred:

*[Describe what happened in general terms, including:*

- *A brief description of what happened, including the date the breach actually occurred, if known*
- *Where the breach occurred*
- *Who used the PHI or to whom the disclosure of PHI was made, including whether it was a Covered Entity or Business Associate*
- *What kind of PHI was involved in the breach (e.g., full name, social security number, date of birth, home address, patient ID number or billing number, diagnosis, insurance information, etc.)*
- *Whether the PHI was actually viewed or accessed*
- *Mitigation efforts]*

I also relayed the following information to my client(s): See attached form letter sent to patients.

Optional:

I have also established a section on my web site with updated information on this breach. You can reach my web site at: [insert web site address].

If you have any questions or require further information, please contact me at [insert contact information].

Sincerely,

[Insert Name]