

[Date]

[Insert Name and Address]

Dear [Name of Patient]:

I am writing to notify you of a recent breach of your protected health information (“PHI”) from [Name of Organization or Individual Social Worker]. This notification is sent pursuant to the Health Insurance Portability and Accountability Act (“HIPAA”). I discovered the breach on [Date and Time]. 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]*

[If applicable, such as where SSN, financial information or other information has been disclosed]

To protect yourself from the possibility of identity theft, I recommend that you immediately place a fraud alert on your credit files. A fraud alert conveys a special message to anyone requesting your credit report that you suspect you were a victim of fraud. When you or someone else attempts to open a credit account in your name, the lender should take measures to verify that you have authorized the request. To place a fraud alert on your credit reports, contact any one of the three major credit bureaus. As soon as the credit bureau confirms your fraud alert, the other two credit bureaus will automatically be notified to place alerts on your credit report, and all three reports will be sent to you free of charge.

Equifax: 1-800-525-6285
www.equifax.com

Experian: 1-888-397-3742
www.experian.com

TransUnion: 1-800-680-7289
www.transunion.com

By establishing your fraud alert, you will receive a follow-up letter that explains how to receive a free copy of your credit report. Examine your credit report closely for signs of fraud. Continue to monitor your credit reports, even though a fraud alert has been placed on your account. You may obtain a free copy of your credit report every 12 months by visiting www.annualcreditreport.com, calling toll free 877-322-8228, or completing an Annual Credit Request Form at www.ftc.gov/bcp/menus/consumer/credit/rights.shtm and mailing the form to Annual Credit Report Request Service, P.O. Box 1025281, Atlanta, GA 30348-5281.

Please know that I take very seriously my role in protecting your protected health information, and I am truly distressed by this breach. Please accept my sincerest apology for the stress and worry this incident has caused. I am doing everything possible to rectify the situation.

You can reach me during normal business hours with any questions or concerns you may have at the following number [insert phone number].

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].

Sincerely,

[Insert Name]