

6. Notify Affected Covered Entitiesⁱ

Role	When	Actions
Covered Entity Relationship Manager	On receipt of notification from the Breach Report Assessment Leader	<p>1. Using the Breach Response Plan, determine if XXXX has contracted responsibilities to support any Affected Covered Entity’s response to a breach.</p> <p>Note: The Breach Response Plan should have a section about XXXX’s support responsibilities for each Covered Entity under contract. The Breach Response Plan and responsibilities section should be maintained by the Breach Response Leader.</p>
		<p>2. IF XXXX IS responsible for supporting <i>any</i> Affected Covered Entity’s response to a presumed breach AND a Presumed Breach HAS BEEN confirmed by XXXX THEN</p>
		<p>2.1. Notify each of the Affected Covered Entities that the breach was confirmed and provide important information such as Law Enforcement Delay, and the need for urgent notification.</p> <p>Note: The Breach Rule does not specify the form of notification. The quickest way possible with acknowledgement of receipt should be used for notification. Email of Breach Reporting Form Parts A, B and C and D with receipt acknowledgement and a follow-up phone call and copy by US mail is recommended.</p>
		<p>2.2. Request each of the Affected Covered Entities of Authorization to proceed with support in accordance per BAA or contract for breach support.</p> <p>Note: Authorization from an Affected Covered Entity may be withheld until the Affected Covered Entity is confident that the information it has about the breach is substantially complete and confirms the conclusions of XXXX’s risk assessment.</p>
		<p>2.3. Complete the Covered Entity Notification Report Log</p>
		<p>2.4. END</p>
		<p>3. IF XXXX IS responsible for supporting <i>any</i> Affected Covered Entity’s response to a presumed breach AND a Presumed Breach HAS NOT BEEN confirmed by XXXX THEN</p>

Role	When	Actions
		<p>3.1. Notify each of the Affected Covered Entities that the breach was NOT confirmed. Note: The Breach Rule does not specify the form of notification. The quickest way possible with acknowledgement of receipt should be used for notification. Email of Breach Reporting Form Parts A, B and C and D with receipt acknowledgement and a follow-up phone call and copy by US mail is recommended.</p>
		<p>3.2. Complete the Covered Entity Notification Report Log</p>
		<p>3.3. END</p>
		<p>4. IF XXXX IS NOT responsible for supporting any Affected Covered Entity’s response to a breach THEN</p>
		<p>4.1. Notify each of the Affected Covered Entities about the Presumed Breach Determination Note: The Breach Rule does not specify the form of notification. The quickest way possible with acknowledgement of receipt should be used for notification. Email of Breach Reporting Form Parts A, B and C and D with receipt acknowledgement and a follow-up phone call and copy by US mail is recommended.</p>
		<p>4.2. Complete the Business Associate Notification Report Log</p>
		<p>4.3. END</p>