

Procedure Details

1. Receive Report of Presumed Breach

Role	When	Actions
Breach Report Receiver	On reception of a report about an improper use, access, acquisition or disclosure of protected health information.	
	On Reception by Telephone or in Person	1. Obtain the contact information and initial details from the reporter of the information
		2. Immediately email the information to the Breach Recorder with copies to the Privacy Officer and Security Official.
		3. END
	On Reception of a paper document	1. Deliver the paper document to the Breach Recorder with copies to the Privacy Officer, Security Official and Breach Report Assessment Leader
		2. END
	On Reception of email	3. Forward the email to the Breach Recorder with copies to the Privacy Officer; Security Official and Breach Report Assessment Leader
4. END		