



Breach Notification Log

The organization shall maintain a process to record or log all breaches of unsecured PHI regardless of the number of patients affected. A record of the complete investigation of the potential breach as well as the risk assessment carried out to determine notification requirements should be created. The risk assessment and the record/incident report should be cross referenced so that should the Secretary of HHS require more information, it is easy to locate and provide.

Incident #	Date of Discovery	Date of Breach	Location	Brief Description of Breach*	Number Patients Involved	Notification Dates			Actions Taken Resolution Steps
						Affected Persons	Media	HHS	

A description of what happened, including a description of the types of unsecured protected health information that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, etc).