

HIPAA Breach Notification Process

(Business Associate Version)

Effective Date: 5th June 2025 **Responsible Person:** Akhilesh Sharma

What is a Breach?

Unauthorized access to patient health information (PHI) that we process for our clients.

What to Do If Breach Happens

1. Immediate (Same Day)

- Stop the breach if ongoing
- Write down what happened and when
- Call/email the responsible person above

2. Within 3 Days

Fill out this simple assessment:

Breach Assessment Form

- Date discovered: _____
- What PHI was accessed: _____
- Which client(s) affected: _____
- How many patients affected: _____
- Was PHI actually seen by unauthorized person? ☐ Yes ☐ No
- Is breach contained? ☐ Yes ☐ No

Is this a reportable breach? ☐ YES - if unauthorized person actually saw/got PHI
☐ NO - if it was just our staff accidentally seeing it

3. If YES - Reportable Breach (Within 60 Days)

- Notify Affected Clients via email

Record Keeping

- Keep copies of everything for 6 years