Sample HIPAA Breach Notification Letter

[Patient Name]

[Patient Address]

Dear [Patient]:

We are sending this letter to you as part of [Provider]’s commitment to patient privacy. We take patient privacy very seriously, and it is important to us that you are made fully aware of a potential privacy issue.

We have learned that your personal information, including name, address, \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_, may have been compromised. On [give date of discovery], it was discovered that [describe incident and give date of breach].

We reported the incident to the police because theft may have been involved [if applicable]. However, we have not received any indication that the information has been accessed or used by an unauthorized individual. [Describe steps patient should take to protect themselves:] We are keenly aware of how important your personal information is to you.

If you choose, as a measure of added security, we are offering one year of credit monitoring and reporting services at no cost to you. This service is performed through [Vendor], an organization that watches for and reports to you unusual credit activity, such as creating new accounts in your name. [Vendor] will also request that the three credit bureaus place a “Fraud Alert” on your credit report.

If you would like to receive this service, please respond yes by \_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_. We understand that this may pose an inconvenience to you. We sincerely apologize and regret that this situation has occurred. [Provider] is committed to providing quality care, including protecting your personal information, and we want to assure you that we have policies and procedures to protect your privacy.

If you want to take advantage of the free credit monitoring service, or if you have any questions, please contact [Phone Number].