

## **DUTY TO REPORT SECURITY OR PRIVACY BREACH AND MITIGATE THE EFFECT POLICY**

**RESPONSIBILITY:** Designated Attorney or Designee(s), Administrators, Privacy and Security Officials

**BACKGROUND:**

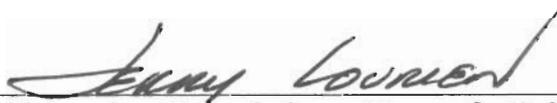
A breach of Department of Health and Human Resources' (DHHR's) privacy or security policies may result in harm to the person who is the victim of the breach. It may also erode trust in an organization, and impair its ability to provide medical care. It is important to respond quickly to any alleged breach, to determine what occurred, to prevent a recurrence of any violation of policy or law, and to take steps to mitigate any harm.

**POLICY:**

It is the duty of all members of the workforce to report any breach of DHHR's privacy and security policies. DHHR will promptly investigate any alleged breach of the privacy or security of protected health information (PHI). DHHR will attempt to mitigate, to the extent practicable, any harmful effect resulting from a use or disclosure of protected health information in violation of its policies and procedures, or resulting from the theft or unauthorized alteration of PHI. When warranted, DHHR will change policies and procedures, and provide appropriate training, to reduce the likelihood of a recurrence of any breach.

Effective Date: 4/14/03

Dates Revised:



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Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities