



Protected Health Care Information(PHI) Breach Response

01 Detection

Was PHI disclosed to an unauthorized person?

Was it an unintentional acquisition?

Was it a situation where there is a low probability
PHI has been compromised?

Was it an inadvertent exposure?

02 Disclosure

Did the acquisition result in further disclosure?

If not, this is an exception under WSU [BPPM 88.05](#).

03 Immediately Report

Report to the following people:

Your supervisor or manager, the applicable Health Care Component (HCC) Privacy Officer and HCC Security Officer, and the Pullman Security Operations Center; email: abuse@wsu.edu; tel: 509-335-0404.

Also report to the following administrators:

The WSU Chief Information Security Officer (CISO) serves as

The WSU HIPAA Privacy and Security Officer email: ciso@wsu.edu tel: 509-335-1642;

The WSU Chief Compliance and Risk Officer (CCRO) email: compliance.risk@wsu.edu tel: 509-335-5523.

04 Write a Report

If known, include in your report: a brief description of what happened, included the dates and times; Who used the PHI and how was the information disclosed; A description of the types and amount of PHI involved in the breach; If the PHI was secured by encryption, destruction or other means; If any steps were taken to mitigate an impermissible use or disclosure; and The recipient of the data including contact information (e.g., name, telephone number, e-mail address).

05 Investigation

WSU's HIPAA Privacy and Security Officer, the Assistant Director of Health Sciences Compliance, and the affected HCC promptly investigate any security and/or privacy incident.

Investigations follow the Incident Response Process established in WSU [BPPM 87.55](#).

06 Notification

WSU must notify affected individual(s) within 60 days after the breach is discovered.

The notice must be in plain writing and written in plain language and must include, if known: A brief description of the incident, A description of the types of information involved, Any steps the affected individual(s) should take to protect them-self from potential harm resulting from the breaches, and contact information for WSU. Details on the contact process in WSU [BPPM 88.05](#).