

Optima Behavioral Health, Inc.

SECURITY AND PRIVACY BREACH NOTIFICATION POLICY AND PROCEDURE

Breach Notification. Notify each individual whose “unsecured” PHI is breached.

- Make the notification without unreasonable delay and in any event within 60 days of discovery (or within 60 days of the date the breach should have been discovered).
- Make the notification by first class mail or by electronic mail “if specified as a preference” by the individual, and include the following information:
 - a) Circumstances of the breach
 - b) Date of the breach
 - c) Date of the discovery
 - d) Type of PHI involved
 - e) Steps the covered entity is taking to mitigate harm and to protect against future breaches
 - f) How the individual can obtain additional information about the breach
- Maintain a log of breaches that affect fewer than 500 individuals and report such breaches annually to HHS. If a breach affects 500 or more individuals, notify HHS immediately. HHS will post information about breaches affecting more than 500 individuals.
- Notify “prominent media outlets” serving a state or jurisdiction if the breach affects more than 500 residents of that state or jurisdiction.