

# AHS Privacy/Security Event Report Form

You can use this form to report events that may be violations of the AHS HIPAA Privacy or Security Rules. Submit this completed form *as soon as possible* to AHS.PrivacyAndSecurity@vermont.gov and send a copy to the HIPAA liaison for your department: [HIPAA Liaison List](https://vermontgov.sharepoint.com/sites/AHSIntra/PrivacySecurity/Lists/HIPAA_Liaison/AllItems.aspx)

If this is an emergency situation that involves the disclosure of electronic health information and/or the security of AHS computer systems, please contact 802-241- 1130 or 802-241-2341.

If the event involves the improper disclosure of health information, actions should be taken immediately to make sure that the information is not further disclosed. Contact your HIPAA liaison or the AHS Privacy Officer to discuss these actions.

Examples of Privacy/Security Events are:

* Accidental or intentional disclosure of health information to an unauthorized person
* Unauthorized access to health information
* Theft or loss of documents containing health information
* Improper storage or disposal of documents containing health information
* An unauthorized person is given access or asks for access to AHS information systems
* Theft or loss of computer equipment containing health information

#  Reporting Individual’s Information

Date:

Name:

Department/Job Title:

Phone:       Email:

[ ]  Check here if you are not the individual responsible for the potential violation, and complete the following:

Name of individual responsible for the violation:      His/her department/job Title:

His/her Phone:      Email:

# Event Information

Date of Event:      Describe the event.

List the type(s) of information involved in the event, for example, health information, SSN, other personally identifying information (**please be specific)**:

Describe any action(s) taken to mitigate any harm caused by the event:

*Supervisors: Please note that any kind of investigation or disciplinary action related to the event reported on this form needs to be done in coordination with your AHS Personnel officer.*

Revised on 11/1/18