

**THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION
HIPAA PRIVACY MANUAL**

Section 7.8: Right to Receive PHI Breach Notifications	Page: 1 of 1
Effective Date: September 23, 2003, revised January 20, 2017	

POLICY

System will make every effort to secure an Individual's health information, including the use of encryption whenever possible and that in the event that any such medical information that has not been encrypted is the subject of a Breach, System will provide each affected Individual a written or electronic notice about the Breach as required by federal law. System shall give Individuals the right to adequate notice of the Uses and Disclosures of PHI that may be made by System as a Hybrid Entity, and of the individual's rights and System's legal duties with respect to such PHI. All notices, including substitute and media notices when applicable, shall contain the following, to the extent possible:

a brief description of the breach, a description of the types of information that were involved in the breach, the steps affected individuals should take to protect themselves from potential harm, a brief description of what the covered entity is doing to investigate the breach, mitigate the harm, and prevent further breaches, as well as contact information which shall include a toll free number where recipients can receive information and get answers to their questions about the breach.

The System policy, INT 165, for responding to and investigating Breaches involving PHI, as well as for providing notices to Individuals affected by such a Breach is referenced in Policy 3 of this Manual.

REFERENCES/CITATIONS

45 C.F.R. CFR Part 164, Subpart D