

HIPAA SECURITY REMINDER:

Reporting a security
incident



Dear colleagues,

Each of you handles patient data daily. Using Protected Health Information comes with additional responsibilities as defined in our [HIPAA Policies](#). While we do have technical controls to protect the data, these controls don't help with human error such as sending an e-mail or a fax to the wrong person or leaving a document in an unsecured location. It's alright – we know these things can still happen – but we need you to report them when they do.

The BU HIPAA Policy requires all workforce members who suspect a security incident may have occurred to immediately notify (1) their [HIPAA Contact](#) and (2) the BU Information Security Incident Response Team at irt@bu.edu or 617-358-1100. Incidents may also be reported to hipaa@bu.edu or anonymously using [BU EthicsPoint](#).

You should not include patient data, such as names or pictures containing faces, when initially reporting concerns. As with all communications, if patient data must be included, use BU Teams, BU DataMotion, or another [approved service for transferring HIPAA data](#).

If you have any questions or concerns, please contact me or Information Security at buinfosec@bu.edu.

Sincerely,

David Corbett

BUMC Information Security Officer and HIPAA Security Officer



Boston University Information Security

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