Security Breach Incident Report

Healthcare Organization

Organization Name

Date of Report

Reported By (Name & Title)

Date & Time of Incident

Date & Time Discovered

Incident Location (physical or system)

Personnel Involved (if any)

Description of Incident

Type of Data Involved (e.g. PHI, financial, etc.)

Number of Individuals Affected

How Was the Breach Detected?

Containment Actions Taken

Mitigation & Remediation Steps

Parties Notified (e.g. affected individuals, regulatory bodies)

Additional Notes/Comments