**Immediately Report the Incident**

Immediately report the incident to the following people:
- Your supervisor or manager;
- The applicable Health Care Component (HCC) Privacy Officer and HCC Security Officer;
- The Pullman Security Operations Center; Email abuse@wsu.edu; Tel: 509-335-0404;
- The WSU HIPAA Privacy and Security Officer. The WSU Chief Information Security Officer (CISO) serves as the WSU HIPAA Security Officer; Email: ciso@wsu.edu; Tel: 509-335-0690; The WSU System Privacy Officer; Email: smakamson@wsu.edu; Tel: 509-335-8864;
- The WSU Chief Compliance and Risk Officer (CCRO); Email: compliance.risk@wsu.edu; Tel: 509-335-5524;
- The WSU HIPAA Privacy and Security Officer, the Assistant Director of Health Sciences Compliance, and the affected HCC promptly investigate any security and/or privacy incident. Investigations follow the Incident Response Process established in BPPM 8750.

**Determining if there has been an incident**

The following will be considered by the WSU Chief Compliance and Risk Officer (CCRO), and the WSU Chief Information Security Officer (CISO) when determining if there has been an incident:
- Was it an unintentional acquisition, access or use of PHI by workforce members or a business associate who is acting in good faith within the parameters of their position?
- Was it an inadvertent disclosure of PHI between two persons who are both authorized to access PHI?
- Was it a disclosure of PHI to an unauthorized person, who WSU believes, in good faith, would not reasonably have been able to retain such information?
- Was it a situation where a risk assessment based on required factors demonstrates that there is a low probability that the PHI has been compromised?

**Create a report for the incident**

Workforce members are to report any incidents related to unsecured PHI by telephone and secure electronic means (e.g., internal WSU Office365 e-mail services). Shared email services (e.g., Gmail) are not to be used to report any incidents.

**Failure to report a suspected incident may result in disciplinary action up to and including termination.**