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MASSACHUSETTS  
GENERAL HOSPITAL

Health Information Management

FND-860

55 Fruit Street

Boston, Massachusetts 02114-2696

Tel: 617-726-2465

Fax: 617-643-4041

XX[Date]

XX[First Name] [Last Name]

XX[Address1], [Address2]

XX[City], [State], [Zip code]

Dear XX[First Name] [Last Name]:

Massachusetts General Hospital (MGH) is committed to protecting the security and confidentiality of our patients' information. Regrettably, we are writing to inform you of an incident involving some of that information and apologize for any concern this may cause.

We recently learned that on December 5, 2018, your demographic information was included on a physical therapy referral form that was given to another patient. This occurred due to an error while completing the referral form. Instead of including the demographic information of the patient who the referral was intended for, your demographic information was included in error. The information included your name, date of birth, medical record number, address, phone number, and health insurance company name and group and subscriber ID numbers. The patient who received the form with your demographic information contacted the practice at or about January 29, 2019 and provided assurances that your information has been destroyed.

To date, we have no knowledge that any of your information has been used improperly. However, as a precaution, we wanted to advise you of this incident, assure you that we take it very seriously, and inform you of your rights as a Massachusetts resident.

- Right to obtain any police report filed in regard to this incident.
- Right to file a police report if you are the victim of identity theft and obtain a copy of it.
- Right to request that the credit bureaus place a security freeze on your file. Please refer to the enclosed information sheet for instructions on placing a security freeze on your credit report and additional steps you can take to further reduce any potential risk to you.

We sincerely regret any concern this may cause. MGH takes the privacy and security of our patients' information very seriously. We want to assure you that this matter was appropriately addressed. To help prevent something like this from happening again, we continue to enhance training and education and hold individuals accountable for their actions.



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If you have any questions about the incident, please feel free to contact us directly at 617-726-1098 or toll-free at 877-644-2003.


Sincerely,

Erika M. Barber  
Privacy Manager

Enclosure:    Steps you can take to protect your identity



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## STEPS YOU CAN TAKE TO PROTECT YOUR IDENTITY

**Security Freeze.** A security freeze prevents credit reporting bureaus from releasing information in your credit file. This can make it harder for identify thieves to open new accounts in your name. Please be aware, however, that placing a security freeze on your credit report may delay or prevent approval of any requests you make for new loans, credit, mortgages, or other services.

You have the right to request a security freeze for free. To place a security freeze on your file, you must contact each of the three national credit reporting bureaus. You can contact them by phone, online submission, or mail.

<p><b>Equifax Information Services</b> P.O. Box 105788 Atlanta, GA 30348 1-800-685-1111</p> <p><a href="http://www.equifax.com/personal/credit-report-services/">www.equifax.com/ personal/credit-report-services/</a></p>	<p><b>Experian</b> P.O. Box 9554 Allen, TX 75013 1-888-397-3742</p> <p><a href="http://www.experian.com/help">www.experian.com/help</a></p>	<p><b>TransUnion</b> P.O. Box 2000 Chester, PA 19016 1-888-909-8872</p> <p><a href="http://www.transunion.com/credit-help">www.transunion.com/ credit-help</a></p>
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When requesting a security freeze, you will need to provide information to confirm your identity, such as your name, proof of your current address, your prior address if you've moved in the last five years, your date of birth, Social Security number, and other personal information.

A security freeze request made by phone or online will be effective within one hour. Requests by mail take up to three business days from when the bureau gets it to be effective. After requesting a freeze, you will be given a unique personal identification number (PIN) and/or a password. Keep this in a safe place as you will need it to temporarily lift or fully remove the security freeze.

The freeze will remain until you ask the credit bureau to temporarily lift or fully remove it. If the request is made online or by phone, a credit bureau must lift security the freeze within one hour. If the request is made by mail, then the bureau must lift the freeze no later than three business days after getting your request.

**Review Your Account Statements.** Carefully review your bank, credit card, and other account statements every month to ensure that your account activity is valid. Report any questionable charges promptly and in writing to the card or account issuer.

**Check Your Credit Report.** Check your credit report to ensure that all your information is correct. You can obtain a free credit report once per year by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling 877-322-8228. If you notice any inaccuracies, report the dispute right away to the relevant credit reporting bureau. You can file a dispute on the relevant bureau's website or by contacting them at the number listed on your credit report. You can also report any suspicious activity to your local law enforcement, in which case you should request a copy of the police report and retain it for your records.





**Fraud Alert.** You have the right to request that the credit bureaus place a fraud alert on your file. A fraud alert tells creditors to contact you before opening any new accounts or increasing credit limits on your existing accounts. A fraud alert lasts for one year and is free of charge.

You need to contact only one of the three credit bureaus to place a fraud alert; the one you contact is required by law to contact the other two. For Fraud Alerts, use the credit bureau contact information, provided above in the Security Freeze section.

**Consult the Federal Trade Commission.** For more guidance on steps you can take to protect your information, you also can contact the Federal Trade Commission at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft), or at 877-ID-THEFT (877-438-4338), or at the Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue NW, Washington, D.C. 20580.

