



American Health Information
Management Association®

C/O IDX
P.O. Box 1907
Suwanee, GA 30024

18525

<<First Name>> <<Last Name>>
<<Address1>> <<Address2>>
<<City>>, <<State>> <<Zip>>

January 5, 2021

Notice of Data Security Incident

Dear <<First Name>> <<Last Name>>,

The American Health Information Management Association (AHIMA) is writing to notify you of a data security incident relating to your purchase through our online store (<https://my.ahima.org/store/>) that may have involved your payment card information. At AHIMA, we take the privacy and security of your information very seriously. I want to inform you of the incident and to advise you about certain steps you can take to ensure your information is protected.

Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

You have the right to place a security freeze on your credit report. A security freeze prohibits a consumer reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit, mortgages, employment, housing or other services.

To place a security freeze on your credit report, you must contact **each** of the three major consumer reporting agencies:

- Equifax Security Freeze: P.O. Box 105788, Atlanta, GA 30348, 1-800-349-9960, www.equifax.com
- Experian Security Freeze: P.O. Box 9554, Allen, TX 75013, 1-888-397-3742, www.experian.com/freeze/center.html
- TransUnion Security Freeze: P.O. Box 2000, Chester, PA, 19016, 1-888-909-8872, freeze.transunion.com

In order to request a security freeze, you will need to provide the following information:

1. Your full name and any suffixes;
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address such as a current utility bill or telephone bill;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)

The consumer reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a request to the consumer reporting agencies and include proper identification (name, address, and Social Security Number) and

the PIN or password provided to you when you placed the security freeze as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The consumer reporting agencies have three (3) business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must send a request to each of the three consumer reporting agencies and include proper identification (name, address, and Social Security Number) and the PIN or password provided to you when you placed the security freeze. The consumer reporting agencies have three (3) business days after receiving your request to remove the security freeze. No fee is required to be paid to any of the consumer reporting agencies to place, lift or remove a security freeze.

In order to determine whether any unauthorized credit was obtained with your information, you may obtain a copy of your credit report at www.annualcreditreport.com or 877-322-8228. You may also request information on how to place a fraud alert by contacting any of the above consumer reporting agencies. A fraud alert is intended to alert you if someone attempts to obtain credit in your name without your consent. It is recommended that you remain vigilant for any incidents of fraud or identity theft by reviewing credit card account statements and your credit report for unauthorized activity. You may also contact the Federal Trade Commission (FTC) to learn more about how to prevent identity theft:

FTC, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, D.C. 20580,
www.ftc.gov/bcp/edu/microsites/idtheft/, 877-IDTHEFT (438-4338).

In addition, we are offering you complimentary identity theft protection services through IDX. Your IDX identity protection membership includes 24 months of fully managed identity theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised due to this incident.

There is no need to enroll in your IDX identity theft recovery services – you are automatically covered. If you have questions or concerns about possible fraud, please contact IDX for assistance.

You should follow the recommendations included with this letter to ensure that your personal information is protected, including reviewing your current and past credit and debit card account statements for discrepancies or unusual activity. If you see anything that you do not understand or that looks suspicious, or if you suspect that any fraudulent transactions have taken place, you should call the bank that issued the card immediately.

We encourage you to contact our dedicated call center for more information by calling 833-754-1797. IDX representatives are available Monday through Friday from 9 am - 9 pm Eastern Time. IDX has been fully versed on the incident and can answer questions or concerns you may have regarding protection of your personal information.

On behalf of AHIMA, I want to assure you that we take this matter very seriously. We value our members and customers, and we apologize for any concern or inconvenience this matter may cause you. Thank you for your support.

Sincerely,



Amy A Mosser, COO
American Health Information Management Association (AHIMA)
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Chicago, IL 60601 - 50809