

Activity	Lead	Start Date	End Date	Status
Immediate response actions				
Security incident occurrence				
Report to Police Department	MAeHC			
Notify attorneys	MAeHC			
Notify customer CEO and Board of Directors	MAeHC			
Notify MAeHC Chairman	MAeHC			
Notify MAeHC and customer staff	MAeHC/Customer			
Notify liability insurer	MAeHC			
Develop action plan	MAeHC			
Analysis				
Inventory unsecured data	MAeHC			
Draft Significant Risk of Harm (SRH) rules	MAeHC			
Finalize SRH rules	MAeHC/Legal			
Conduct SRH analysis	MAeHC/Legal			
Complete SRH report	MAeHC/Legal			
Complete Reporting Requirements Report	MAeHC/Legal			
Regulatory reporting and Notifications				
Define practice strategy/approach with customer	MAeHC/Legal			
Initial communication with practices				
XX reporting practices	Customer			
Notifications				
Draft notification to Media	MAeHC/Legal			
Oral notification to federal/state authorities & approval of notices				
OCR	Legal			
AG	Legal			
OCABR	Legal			
Practice approval of media notification	MAeHC/Customer			
Distribute notification to media	MAeHC			
Complete Practice Information Packages				
Decide credit monitoring service	MAeHC/Legal			
Complete credit monitoring service contract	Legal			
Patient Notices - (2) Electronic Data and Paper Data	MAeHC/Legal			
Notification letters - (2) MA AG and OCABR; OCR website report	MAeHC/Legal			
Prepare Practice-specific spreadsheets	MAeHC/Legal			
Practices (see Practice-level plans)				
Initial call	Customer			
Follow-up visit scheduled	MAeHC/Customer			
Practice packages complete	MAeHC/Legal			
Practice packages delivered to practice	MAeHC/Customer			
Re-identification visits scheduled	MAeHC/Customer			
Re-identification complete	MAeHC			
Patient notifications complete	MAeHC/Legal			
Patient notifications sent	MAeHC			
AG reports filed	Legal			
OCABR reports filed	Legal			
OCR reports filed	Legal			
Communications				
Talking points for various channels				
Internal audiences	MAeHC			
External audiences	MAeHC			
Remediation				
Cross-Organizational autopsy of breach incident	Customer			
MAeHC internal remediation				
Security policy update	MAeHC			
Laptop encryption	MAeHC			
Additional tools and training deployment	MAeHC			

