



Oklahoma State University

Title: Timeliness of Notification	Policy #: BRE-02.01
Category: HIPAA Compliance	Authority: 45 CFR HIPAA SECTION: §164.404(b)
Standard: Notification in the Case of Breach of Unsecured Protected Health Information	Responsibility: Health Care Components
Effective Date: 3/26/2013	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 6/1/2013

PURPOSE:

To provide the timeline that OSU is required to notify the appropriate individuals.

POLICY:

1. OSU shall provide the appropriate notification required and without unreasonable delay and in no case later than 60 calendar days after discovery of a breach, except as provided in 45 CFR §164.412 Law Enforcement Delay., unless other applicable laws require sooner than 60 days. §164.404(b)
2. Oklahoma Law states: The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, and may be delayed by law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. *OS 74-3113.1(A)*

PROCEDURE:

OSU will notify each and every affected individual who unsecured PHI has been or is believed to be compromised no later than 60 calendar days, or as soon as possible upon the outcome of the investigation, whichever comes first.

REFERENCE:

[45 CFR §164.404](#)

[OS §74-3113.1 Disclosure of Breach of Security of Computerized Personal Information](#)

[BRE-00.00 Applicability](#)

[BRE-01.00 Definitions](#)

[BRE-02.00 Notification to Individuals General Rule](#)