

For Internal Use Only:

Privacy Officer's acknowledgement of receipt:

Compliant was delivered by: *(Circle One)*

Personal delivery Regular Mail

E-mail Voice-mail

Date Received

_____/_____/_____ Time

Received _____: _____ a.m. / p.m.

Communicated to HIPAA Privacy and Security Officer by

(print name here)

HIPAA Privacy and Security Officer acknowledgement of receipt:

(sign/initial here)

Date Received: ____/____/____ Time Received ____: ____ a.m. / p.m.

Process of investigation: _____

Formal action taken/resolution: _____

HIPAA Privacy and Security Officers Signature Date

Comments by the HIPAA Privacy and Security

Officer: _____

