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February 9, 2016

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ANYTOWN, US 12345-6789



Dear Sample A Sample:

Lowcountry Orthopaedics & Sports Medicine, a member of Arcis Healthcare, LLC (“Lowcountry”) is deeply 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.

On December 3, 2015, we discovered that an individual broke into our North Charleston, South Carolina office and stole some of our equipment, including two password-protected, unencrypted laptops. Upon learning this, Lowcountry immediately contacted law enforcement and began an investigation. Through its investigation, Lowcountry determined that the laptops contained electromyography (EMG) reports for some of our patients. These EMG reports may have included your full name, date of birth, date of service, and some of your clinical information, such as chief complaint and physical exam notes. The reports did not contain your Social Security number, health insurance numbers, or other financial or account information.

To date, we have no evidence that any patient information contained in the EMG reports has been misused. However, as a precaution, we wanted to notify you regarding this incident and assure you that we take it very seriously.

We deeply regret any inconvenience this may cause you. To help prevent a similar incident from reoccurring, we are taking steps to enhance our existing physical and technical safeguards regarding the security of our facilities and patient information that we maintain. If you have any questions, please call (877) 215-8731, Monday through Friday, between 9:00 a.m. and 7:00 p.m. Eastern Time (closed on U.S. observed holidays). Please be prepared to provide the following ten digit reference number when calling: 7478020316.

Sincerely,

Lowcountry Orthopaedics & Sports Medicine

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