

Dear patient,

We are writing to inform you of a recent incident involving the exposure of your personal health information on March 21, 2023. We regret to inform you that your visit notes were accidentally faxed to the wrong person. This fax included your name, phone number, date of birth, and visit notes.

We understand that this news can be distressing, but we want to assure you that we take the privacy and security of your PHI very seriously. The individual who received the fax did notify us immediately, we instructed her to destroy the records, we have also taken steps to prevent this from happening in the future.

As part of our efforts to prevent similar incidents, we are retraining our staff in our office, and we are taking every step possible to prevent such incidents in the future.

If you have any questions or concerns about this incident, please do not hesitate to contact us. We value your privacy and will do anything we can to support you at this time.

Sincerely,

Practice General Manager

Sona Dermatology