



Bradford Counseling

June 6, 2023

Dear Patient,

It was identified that on March 7th there was a security breach including two receipts for reimbursement for your child that were sent in error via email to another patient at Bradford Counseling Services.

I am truly sorry that this occurred and we have taken every measure to assure this does not happen again including higher level HIPAA training for all administrators and internal review/disciplinary action of personnel responsible.

Rest assured that this matter was handled in the utmost professional and serious manner with all parties involved. I am glad to speak with you personally and answer any questions you may have.

Below is information regarding this security breach.

The information in the receipt that was breached included:

- Responsible Party name
- Responsible Party Address
- Responsible Party DOB
- Patients name
- Patients address,
- Patients DOB
- Patients Gender
- dates of service
- CPT code
- Diagnosis code
- Providers name
- Providers NPI.

I am providing Toll- free numbers, addresses and websites for the Federal Trade Commission (FTC) and the Maryland Office of Attorney General (OAG).

You can obtain information from these sources listed below about steps to avoid identity theft.

Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580
Telephone: (202) 326-2222
<http://identitytheft.gov/>

877 Baltimore Annapolis Blvd, Suite 308
Severna Park MD 21146
667-777-4935 (P) 443-775-7733 (F)

Maryland Office of Attorney General
Saint Paul Plaza, 200 St Paul Pl,
Baltimore, MD 21202
1-888-743-0023
<https://www.marylandattorneygeneral.gov/>

Sincerely,

Talya Bradford, LCPC
Owner
Bradford Counseling Services, LLC
877 Baltimore Annapolis Blvd
308
Severna Park, MD 21146
Cell-443-871-8815
Email: talya@bradfordcounseling.com

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June 6, 2023

To whom it may concern:

Brief Description of what happened:

It was identified that on March 7th there was a security breach including two receipts for reimbursement for your child that were sent in error via email to another patient at Bradford Counseling Services. This error was sent by a part-time admin.

Number of Maryland Residents being notified: 1

What information was compromised:

The information in the receipt that was breached included:

- Responsible Party name
- Responsible Party Address
- Responsible Party DOB
- Patients name
- Patients address,
- Patients DOB
- Patients Gender
- dates of service
- CPT code
- Diagnosis code
- Providers name
- Providers NPI.

Any steps the business has taken to restore the integrity of the system:

We have taken every measure to assure this does not happen again including Higher level HIPAA training completed by all administrators and an internal review resulting in disciplinary consequences upon the responsible administrator whose behavior resulted in the HIPAA Breach. All administrators sending receipts will be monitored closely for consistency and to reduce errors.

Sincerely,
Talya Bradford, LCPC
Owner
Bradford Counseling Services, LLC

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