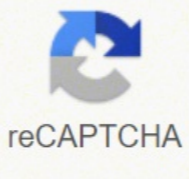




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Incident report sample letter hospital

University of Manitoba - Information Services & Technology

Information Security Incident Reporting Policy

Effective Date: March 01, 2012
Review Date: March 01, 2017

Approving Body: Mike Langedock, Chief Information Officer

Applies to: All Faculty, Staff and Students and Sponsored Users

1.0 Reason for Policy

Establishes the requirement to report information security incidents to appropriate University officials. Reporting of information security incidents is necessary to ensure that proper and timely response procedures can be initiated to control, eliminate, investigate and document events that could potentially disrupt the operation of the university or compromise university records.

Reporting also enhances awareness of trends in security incidents that indicate the need for adjustments in the University's security program.

All affected users of this policy are expected to report information security incidents as soon as possible.

2.0 Policy Statement

2.1 What is a reportable information security incident?

An information security incident is any real or suspected adverse event, regardless of accidental or malicious cause, that could lead to a breach of IT policy, security, confidentiality or legislation. In summary these can be described as:

- the act of violating an explicit or implied IT security policy,
- access or disclosure, either intended or unintended, of University records to any unauthorized individuals,
- the unauthorised alteration of University records,
- unwanted disruption or denial of service,
- the unauthorised use of a system for the processing or storage of data,
- the loss of data for which the University is legally or contractually bound to protect,
- unexpected changes to system hardware, firmware, or software without the owner's knowledge, instruction, or consent

Examples of such incidents include, but are not limited to:

Street Address, City, ST ZIP Code

Telephone

Email

Date

Dear Recipient,

By writing this letter I plead guilty for not showing up at the office for two consecutive days without asking for leave beforehand. I am working with [company name] for several years and this is the first time that anything of this kind ever happened. Through this apology letter, I want to explain the reason behind this incident.

The reason for being absent was a sudden heart attack. I had no idea what was happening to me when I got home. The only thing I could feel was sweating and shortness of breath. Afterward, I got faint and when I woke up I was in the emergency room with a cluster of doctors around me. On inquiry, I came to know about this mini heart attack and its origin.

I had to stay at the hospital for 2 days since I was still in ICU. The doctors kept me under observation for 24 hours to see if it happens again. Moreover, mobile phones or any such device is prohibited there due to which I was absolutely unable to contact you anyhow.

I am also attaching my MC along with all the details and dates mentioned on it in order to strengthen my above-narrated statement.

Thank you for your understanding!

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Billing and Dispute Guidelines

General Guidelines

Clear Claims

Payment of Claims

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