

## What you need to know about Insider, Accidental or Malicious Data Loss:

“An insider threat in the HPH Sector is potentially a person within a healthcare organization, or a contractor, who has access to assets or inside information concerning the organization’s security practices, data, and computer systems.”  
—*Department of Health and Human Services*

Remember, insider threats are a serious risk. They may involve people in your organization who have legitimate access to your computer systems and network. It could be simple human error, negligence, or malice that cause insiders to compromise your patient and enterprise data.

### Steps to take

Review this list of best practices and steps to follow to keep you and your organization safe.

### Action—Report

Contact your IT administrator, practice manager, or immediate supervisor.

**Quick action is imperative. This threat is real!**

## Six reasons to protect healthcare data

1. Transmission of sensitive data – PII / PHI
2. Sensitive data comprises most of your day-to-day duties.
3. PHI is discussed, processed, and transmitted between information systems daily.
4. Protecting sensitive data requires robust policies, processes, and technologies.
5. Impacts to your organization can be profound if data are corrupted, lost, or stolen.
6. Security breaches may prevent users from completing their work on time and could adversely impact patient care.

## Reporting

Report to:

Contact Info:

For more resources and to learn more about how you can protect your patients from cyber threats, check out the *Health Industry Cybersecurity Practices: Managing Threats and Protecting Patients (HICP)* publication at [405d.hhs.gov](https://www.hhs.gov/405d).



**HHS 405(d)**  
Knowledge on Demand

## See something, say something!

- ☑ **Proactive measures go a long way** in protecting yourself and the data you manage.
- ☑ **Follow your instincts** and always report what does not look or feel right to you.
- ☑ **Always contact your manager or IT administrator** if believe you may be a victim of data loss or have made an honest mistake. Timeliness is key.
- ☑ **Every situation will vary.** Your manager or IT security professionals will be able to guide you best, as cyber threats are not limited to just hacking.