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Director
Office for Civil Rights
200 Independence Ave., SW; RM 509F
Washington, DC 20201

07/11/2016

John Smith, MD
123 Main Street
Anywhere USA, 12345

Dear John Smith:

The Office for Civil Rights (OCR) has responsibility for administration and enforcement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy, Security, and Breach Notification Rules ("the Rules") (45 CFR Part 160 and Part 164 Subparts C, D and E). These Rules are designed to provide important health information privacy and security protections and rights for individuals. Through the American Recovery and Reinvestment Act of 2009 (ARRA), Congress required the Department to audit covered entity and business associate compliance with the HIPAA Rules. Audits present an opportunity for OCR to examine mechanisms for compliance; identify promising practices for protecting the privacy and security of health information; discover risks and vulnerabilities that may not have come to light through complaint investigations and compliance reviews; and better target the technical assistance it provides to covered entities and business associates.

Document Request

You are receiving this notice because your organization has been selected for a desk audit of your compliance with the HIPAA Rules. The attached notification letter provides instructions for responding to this document request, the timeline for your response and a unique link for your organization to submit documents via our secure online portal.

All documents and comments must be submitted electronically through the secure OCR audit portal.

[Document Request Access Link](#)

Use this unique link to access the secure OCR audit portal for document submission. Please upload documents corresponding to the elements identified in the portal within 10 business days, by date of this letter.

You have 10 business days, until July 22, 2016, to respond to this document request. If you do not respond to the document request, we will use the information that is otherwise available about your organization to move forward with our audit program; failure to respond will not shield your organization from becoming the subject of a compliance review.

You may submit questions regarding this document request to OSOCRAudit@hhs.gov.

Sincerely,

Jocelyn Samuels
Director
Office for Civil Rights
OFFICE OF THE SECRETARY
Department of Health and Human Services
<http://www.hhs.gov/ocr>