

Appendix A: Provincial Reportable Incident Response Process Form

This form is used to engage the Provincial Reportable Incident Response Process (PRIRP). The form is to be updated and submitted as the appropriate information is gathered concerning the incident for each of the five phases of PRIRP. Do not include health information or sensitive information when completing this form. Submit completed form to AH.Security@gov.ab.ca.

If you have any questions call the *EHR Helpdesk* at **1.877.931.1638** or contact the Alberta Health Security Team at **780.643.9343**.

Phase 1 Incident Detection and Reporting

Reporting stakeholders with a reasonable suspicion of a real or potential threat to health information are to complete and submit Phase 1 of the form. Breaches of health information should also refer to HIA Breach Reporting requirements identified on page 3 of PRIRP.

Reporting Stakeholder Details / Identify and Report (PRIRP 1.1)

Date of Incident: _____
 Full Name: [Click or tap here to enter text.](#)
 Organization: [Click or tap here to enter text.](#)
 Job Title: [Click or tap here to enter text.](#)

Phone Number: [Click or tap here to enter text.](#)
 Email Address: [Click or tap here to enter text.](#)

Incident Information

Include description of threat (what type of health information has been disclosed, accessed inappropriately, lost or stolen, estimates on number of records or individuals impacts, when the threat was discovered, how long the threat has existed, and any other relevant details.
[Click or tap here to enter text.](#)

Phase 2 Classification and Support

Complete and submit as directed by PRIRP Incident Response Team (IRT) Lead with updated information gathered from incident source.

Review and Confirm Details (PRIRP 2.1)

Confirm incident details and include any updated information from the source of the incident. Include details information on any containment steps taken.
[Click or tap here to enter text.](#)

Phase 3 Investigation and Diagnosis

Complete and submit as directed by PRIRP IRT Lead with information gathered from technical and operational sources.

Analysis and Diagnosis Update (PRIRP 3.1)

Include technical and operational analysis and diagnostic updates from any parallel incident owner investigation, what is known about cause of the incident, and any identified impacts to health or other confidential information.
[Click or tap here to enter text.](#)

Phase 4 Resolution and Recovery

Complete and submit as directed by PRIRP IRT Lead with information gathered from resolution activities.

Implementation and Monitoring Update (PRIRP 4.1)

Include updates regarding resolution plan, testing of resolution, and system monitoring results.
[Click or tap here to enter text.](#)

Phase 5 Incident Review and Closure

PRIRP IRT Lead completes with information gathered from resolution activities; used to make recommendations to involved parties.

Incident Review (PRIRP 5.1)

Review details provided in above phases to identify policy, process, procedures, or measures needing to be implemented or changed.

[Click or tap here to enter text.](#)