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1371 West 7th Street
Saint Paul, MN 55102



May 15, 2015

Dear [REDACTED]:

Associated Dentists is writing to inform you of a recent incident that may affect the security of your protected health information. We are unaware of any attempted or actual misuse of your personal information, but are providing this notice to ensure that you are aware of the incident, so that you may take steps to protect your information should you feel it is appropriate to do so.

On Thursday, March 19, 2015, someone entered our Roseville office location after hours and stole two laptops belonging to two different doctors at the Roseville location. At the time of the theft, one of the stolen laptops was encrypted. The theft was discovered on Friday, March 20, 2014. Upon learning of the burglary, we contacted law enforcement, but the stolen laptops have not been recovered to date.

Associated Dentists takes the security of our patients' personal information very seriously. We performed a thorough investigation in order to determine the nature and scope of this incident. While we have not received any reports of misuse of the information contained on the stolen laptops, there is a possibility that someone may have accessed your protected health information, including your name, Social Security number, date of birth, and address. For some individuals there is also a possibility that treating physician name, diagnosis information, medical billing/procedure information, responsible party name, insurance carrier name, insurance policy number, and email address may have also been subject to unauthorized access.

In an abundance of caution, Associated Dentists is providing written notice of this incident to you, to the U.S. Department of Health and Human Services, as well as to certain state regulators. To help safeguard you from misuse of your personal information, we have arranged monitoring of activity within the United States for 12 months at no cost to you. You can enroll in a professional identity monitoring service, First Watch ID, provided by First Watch Technologies, Inc. You can sign up for this service anytime between now and **August 15, 2015** using the verification code listed below. To enroll in this service, simply call **877-690-7014** Monday through Friday between the hours of 9 a.m. and 7 p.m. EST or go to www.firstwatchid.com and:

- Click on the Verification Code button.
- Enter the appropriate information, including your unique 12-digit verification code [REDACTED]

After enrollment, you will receive one year of proactive identity monitoring. First Watch ID will monitor thousands of databases and billions of records on your behalf to look for suspicious activity that could indicate the beginning steps of identity theft. If suspicious activity is found, First Watch will place a personal phone call to you (at the telephone number that you provide) to determine if the suspicious activity is potentially fraudulent.

Additionally, if you enroll, First Watch provides you with easy online access to monitor your credit activity using the three major credit bureau services. Each credit bureau will provide you one free credit report annually. First Watch suggests you request your free credit report from one bureau at a time every four months. This allows you to monitor credit activity three times per year. First Watch will send you an email (at the email address you provide) every four months reminding you to request your free credit report from the appropriate bureau.

The First Watch ID service also includes up to \$1,000,000 of identity theft insurance with \$0 deductible, along with identity restoration coverage (certain limitations and exclusions may apply).

We encourage you to remain vigilant, to review your account statements, and to monitor your credit reports and explanation of benefits forms for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax
P.O. Box 105069
Atlanta, GA 30348
800-525-6285
www.equifax.com

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
800-680-7289
www.transunion.com

You can also further educate yourself regarding identity theft, and the steps you can take to protect yourself, by contacting your state Attorney General or the Federal Trade Commission. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue, NW, Washington, DC 20580, www.ftc.gov/idtheft, 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. Instances of known or suspected identity theft should be reported to law enforcement, your Attorney General, and the FTC. You can also further educate yourself about placing a fraud alert or security freeze on your credit file by contacting the FTC or your state's Attorney General. For North Carolina residents, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, (919) 716-6400, www.ncdoj.gov.

Our patients are our utmost priority and we are very sorry that this has happened. We've established a confidential inquiry line, staffed with professionals trained in identity and credit protection and restoration, and familiar with this incident and the contents of this letter. This confidential inquiry line is available Monday through Friday, 9:00 a.m. to 7:00 p.m. E.S.T. at 877-690-7014.

Sincerely,



Patrick Jacobwith
Privacy Officer/Administrator