



# Memorandum

**To:** All US Employees  
**From:** Jorge M. Ramos  
**Date:** June 1, 2016  
**Re:** Form 1095-C Data Breach

---

On April 4, 2016, we were notified that the vendor we contracted to send out the Form 1095-C to every 2015 employee made some significant errors. Many of the forms were delivered to the wrong address. As far as we know, the Form 1095-C's that were incorrectly addressed went to another Orchid employee.

The Form 1095-C contains information regarding the months of health care coverage you and your dependents had during 2015. The form contains your name, address and Social Security number and the same for any dependent covered under our health plan. Our intent was to have only the partial Social Security number (last four digits) displayed for security purposes; however, the vendor printed the entire number on the forms.

Orchid is providing credit monitoring and identity theft protection for two years to all 2015 employees and dependents through AllClear ID. The information letters were sent on Monday, April 25<sup>th</sup>.

All employees and dependents are able to enroll via phone or via the AllClear ID website. The letter you (should have) received from AllClear ID contains a Redemption Code that you will need to use when you enroll via the web or call center. If you did not receive a letter, please call AllClear ID at (855) 904-5765.

On May 25<sup>th</sup>, we sent a letter to all 2015 employees to notify of a possible HIPAA violation breach.

If you did not receive the Form 1095-C, the AllClear ID enrollment letter or the HIPAA letter, we ask that you provide Orchid with your current address (click here to view the form) and contact information, so we can be sure that you receive these important documents.

If you have any questions, please feel free to contact Abbie Woolston at 517-694-2300 ext. 80159 or [abbie.woolston@orchid-ortho.com](mailto:abbie.woolston@orchid-ortho.com).