

Lost or Stolen Equipment Reporting

Department of Medicine

Updated 4/22/2020

Procedure for Reporting

1. Report to Department of Medicine Security Officers: Walt Morrison and/or Patty Adams

Walt Morrison

Phone: 206-616-4726

Email: wmorrison@medicine.washington.edu

Patty Adams

Phone: 206-543-7954

Email: padams@medicine.washington.edu

2. Before reporting the incident, you will need to know the following:
 - Was the laptop/desktop/device password protected and/or encrypted?
 - Device make and model
 - Serial Number

If you are a member of the Department of Medicine or are otherwise supported by Department of Medicine IT Services you can get this information from the help desk as long as we either performed the initial setup of the device or we worked with you to secure the equipment at a later date.

IT Help Desk Phone: 206-616-8805

IT Help Desk Email: ishelp@medicine.washington.edu

3. Report the incident to UW Medicine IT:

Phone: 206-543-7012

Email: mcsos@uw.edu

4. If it is a suspected theft then you will also need to report it to the UW Police Department or the police department for the location in which it was stolen:

UW Police Department

Phone: 206-685-8973

Once a police report is completed please forward the police report number to Walt Morrison and/or Patty Adams.

Please keep track of your correspondence and incident report numbers and copy Walt Morrison and/or Patty Adams on all theft-related communications.

Further actions may be initiated depending on the status of your workstation's security configuration.
If the device was not password protected and encrypted this incident will need to be investigated.