

Trellis Services, Inc.

P.O. Box 1332
Cockeysville, MD 21030
(410) 628-1076

Privacy Statement

1. All information provided to Trellis Services Inc. by clients is confidential. Any release of that information must be provided in writing. Information on an as needed basis is shared between Trellis Services, Inc. staff who work with your child, as well as billing service personnel and an administrative assistant. Please use your discretion when talking over cell phones and email regarding identifying and confidential information.

Your child's name, medical assistance number, general goals and progress, and hours of service provided will be placed into an internet-based system. The site does require two security passwords to enter and is provided and maintained by a reputable and professional internet server.

2. Exceptions to disclosure by written authorization are: to avert serious threat to the client or public (including but not limited to child abuse or adult and domestic abuse), to show compliance with privacy regulations to state authorities, public health authority, the military or veterans affairs or national security, worker's compensation laws, coroner or medical examiner, judicial and administrative proceedings.
3. All written records are stored at Trellis Services Inc. or held in temporary custody by individual supervisors. All records remain confidential and are maintained for 6 years past your child's 18th birthday.
4. Quarterly summary progress reports are provided to the referring service coordinator by mail or fax. Information provided only relates to identifying information, dates of service, and progress related to specific goals agreed to by you.
5. Parents/Guardians have the right to inspect, amend, or copy records upon request. Multiple copies may be subject to a fee at the time of the request. Trellis Services, Inc. has 21 working days to comply with the request.
6. Any concerns or questions related to privacy should be directed to the Director of Trellis Services, Inc.

I UNDERSTAND MY RIGHTS RELATED TO PRIVACY AS STATED ABOVE

Name

Date

