

THE ARC BALTIMORE NOTICE OF PRIVACY PRACTICES



Your staff keep a record about you. It is kept in the main office or maybe in a file cabinet in your home. In this file are copies of your IP, doctor reports, your benefits, maybe your Behavior Plan and other things that are personal to you.

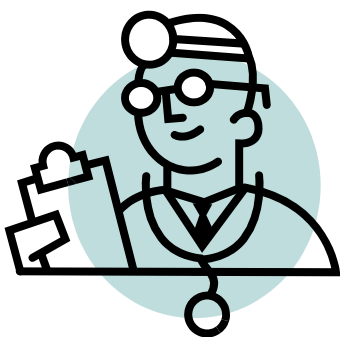


The Arc Baltimore maintains information about you in its database called LifePrint. The Developmental Disability Administration (DDA) requires The Arc Baltimore and Resource Coordination to enter reportable incidents and Individual Plans into its web based database called PCIS 2. Examples of information that will be put into PCIS 2 are: demographic, medical, financial, and services.



By law, The Arc Baltimore has to make sure your information is kept private and is not shared with people that don't need to see it.

The Arc Baltimore may share information with some people, for example:



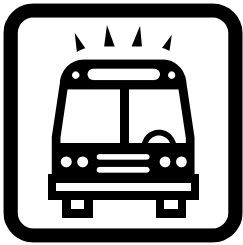
- Your doctors



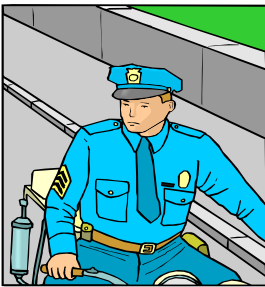
- Your Service Coordinator



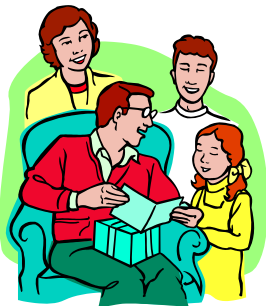
- Your team members
- People who pay for your services like DDA or Medicaid



There are also times when The Arc Baltimore will share your information with people who help it to serve you, like a transportation company or the company which provides emergency on call services for The Arc Baltimore. The Arc Baltimore requires these companies to keep your information private.



Sometimes, but not often, The Arc Baltimore will share your information without your permission for example: To the police or to a judge or if The Arc Baltimore believes you are being abused.



Sometimes, your information will be shared with your guardian or your family, unless you tell The Arc Baltimore not too.



The Arc Baltimore will inform you, and follow the requirements outlined in the HITECH Act, if your information is ever compromised.



The Arc Baltimore might contact you if it knows of a service you need, or to help it raise money.

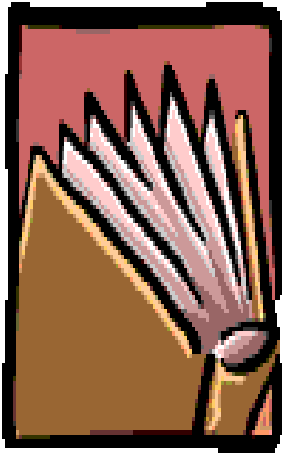


The Arc Baltimore also keeps a list of all of the people that receive its services. The Arc Baltimore doesn't share this list outside of the agency except to people on your team or to agencies that pay The Arc Baltimore for your services (DDA, Medicaid, and OHCQ)



At times, if you are hiring a new staff person to work for you, The Arc Baltimore may tell the applicant a little about you to help them decide if they will work out.

You have the right to:



see your record

1. Ask The Arc Baltimore to not give out your information
2. Change your information
3. Get a copy or look at your information
4. Ask The Arc Baltimore to show you who it has given your information to
5. Ask The Arc Baltimore to give you information in different ways or places (like not leave a message at your house or at your job)
6. Change your mind about letting someone

The Arc Baltimore will not share your information with people who don't need to know it. The Arc Baltimore will let you know if it changes how it treats your files. If you have any problems with this, you can call Aaron Atkinson at 410-296-2272 ext. 5540. It is his job to make sure your information is kept quiet. You can also tell someone at the state; you can contact Aaron and he will let you know how.

Individual Signature

Date

Guardian Signature (if appropriate)

Date