

OFFICE POLICY FOR THE COLLECTION, USE AND DISCLOSURE OF PATIENT PERSONAL INFORMATION

As dental professionals we are required to comply with **Federal and Provincial Privacy Legislation, (PIPEDA) and (PHIPA)**. In order to do so, each of our patients must sign a consent form acknowledging and allowing us to collect, use and disclose personal information according to specific guidelines.

Privacy of your personal information is an important part of providing you with quality orthodontic care. We understand the importance of protecting your privacy, and we are committed to collecting, using and disclosing your personal information responsibly.

All staff members who come in contact with your personal information are aware of the sensitive nature of the information that you have disclosed to us. They are all trained in the appropriate uses and protection of your information.

Our office has a **Privacy Code**, which you may review at any time, and freely discuss with our **Privacy Information Officer (federal)** also known as our **Health Information Custodian (provincial)**.

In our office we will collect, use and disclose information about you for the following purposes:

- to assess your health needs and risks, and to provide safe and efficient orthodontic care
- to enable us to contact you, to schedule and confirm appointments, including following up for treatment
- to offer and to provide treatment, care and services in relationship to the mouth and jaws and dental care generally
- to communicate with other treating health-care providers, including other specialists and general dentists, and/or referring dentists, physicians, pharmacists, and laboratory technicians
- to allow us to efficiently manage your account, including invoicing for goods and services, obtaining debit and credit card payments, credit authorization purposes, and for collection of unpaid accounts
- to complete and prepare orthodontic treatment estimates/claims for third party adjudication and payment
- to comply with legal and regulatory requirements, including the delivery of patients' charts and records to the Royal College of Dental Surgeons of Ontario in a timely fashion, when required, according to the provisions of the *Regulated Health Professions Act*
- to permit potential purchasers, practice brokers or legal and financial advisors to evaluate the orthodontic practice
- to deliver your charts and records to the orthodontist's insurance carrier to enable the insurance company to assess liability
- for teaching and demonstrating purposes on an anonymous basis
- to assist this office to comply with all regulatory requirements and comply generally with the law.