

## **ACKNOWLEDGEMENT OF OFFICE PRIVACY PRACTICES**

We are committed to protecting the privacy of our patients' personal information and to utilizing all personal information in a responsible and professional manner. This document summarizes some of the personal information that we collect, use and disclose. In addition to the circumstances described in this form, we also collect, use and disclose personal information when permitted or required by law.

### **Contact information is collected and used for the following purposes:**

- To open and update patient files.
- To process payments from patients or to collect unpaid accounts.
- To process claims of payment for the patient or dental provider from insurance companies.

**Contact information is disclosed to third party health benefit providers and insurance companies where a claim has been submitted for reimbursement or payment of all or part of the cost of dental treatment to the patient or dental provider.**

**Financial information is collected in order to make arrangement for the payment of dental services.**

**We collect information from our patients about their medical and dental history for the purpose of diagnosing dental conditions and providing dental treatment. Photographs may be taken and used to evaluate treatment and to educate dentists regarding what treatment is possible in our office.**

### **Patients' medical/dental information is disclosed:**

- To third party health benefit providers and insurance companies where the patient has submitted a claim/predetermination for reimbursement or treatment for dental services.
- To other dentists and dental specialists if the patient has been referred to us for treatment or second opinion.
- To other dentists or dental specialists if we refer the patient for treatment or a second opinion.
- To other health care professionals such as physicians if the patient has been referred by us to the other health care professional for either a second opinion or treatment.

If we are ever considering selling all or part of our dental practice, qualified purchasers may be granted access as part of the due diligence process to patient information in order to verify information important to the potential sale. If this occurs, we will take steps to ensure that the prospective purchaser safeguards all personal information.

Dentists are regulated by the Alberta Dental Association and College, which may inspect our records and interview our staff as part of its regulatory activities in the public interest.

Should you wish to receive a copy of our privacy practices, please feel free to ask and we would be happy to provide one.

**I consent to the collection, use and disclosure of my personal information as set out above.**