CONSENT FOR COLLECTION, USE, AND DISCLOSURE OF INFORMATION

Privacy of your personal information is an important part of our office providing you with quality dental care. We understand the importance of protecting your personal information. We are committed to collecting, using, and disclosing your personal information responsibly. We also try to be as open and transparent as possible about the way we handle your personal information. It is important to us to provide this service to our patients.

In this office, Dr. Lee Ferraro acts as the Privacy Information Officer.

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. Attached to this consent form, we have Outlined what our office is doing to ensure that:

- Only necessary information is collected about you;
- We only share you information with your consent
- Storage, retention, and destruction of your personal information complies with existing legislation and privacy protection protocols;
- Our privacy protocols comply with privacy legislation, standards of our regulatory body, the Royal College of Dental Surgeons of Ontario, and the law

Do not hesitate to discuss our policies with me or any member of our office staff. Please be assured that every staff person in our office is committed to ensuring that you receive the best quality dental care.

How Our Office Collects, Uses, and Discloses Patients' Personal Information:

Our office understands the importance of protecting your personal information. To help you understand how we are doing that we have outlined here how our office is using and disclosing your information. This office will collect, use, and disclose information about you for the following purposes:

- To deliver safe and efficient patient care
- To identify and to ensure continuous, high-quality service
- To assess your health needs, and to provide health care
- To advise you of treatment options
- To enable us to contact you
- To establish and maintain communication with you
- To offer arid provide treatment, care, and services in relationship to the oral and maxillofacial complex and dental care generally
- To communicate with other treating healthcare providers, including specialists and general dentists who are the referring dentists and/or peripheral dentists
- To allow us to maintain communication and contact with you to distribute healthcare information and to book and confirm appointments
- To allow us to efficiently follow up to treatment, care, and tilling
- To complete and submit dental claims for third-party adjudication and payment
- To communicate with third parties regarding coverage and liability and proposed treatment
- To permit potential purchasers, practice brokers, or advisors to evaluate the dental practice
- For teaching and demonstrating purposes on an anonymous basis
- To comply with agreements/undertakings entered into voluntarily by the member with the Royal College of Dental Surgeons of Ontario, including the delivery and/or review of patients' charts and records to the College in a timely fashion for regulatory and monitoring purposes
- 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 (RHPA)
- To allow potential purchasers, practice brokers, or advisors to conduct an audit in preparation for a practice sale
- To deliver your charts and records to the dentist's insurance carrier to enable the insurance company to assess liability and quantity damages, if any
- To prepare materials for the Health Professions Appeal and Review Board (HPARB)
- To invoice for goods and services
- To process credit card payments
- To collect unpaid accounts
- To assist this office to comply with all regulatory requirements
- To comply generally with the law