

## West Calgary Dental Group Privacy Statement

We are committed to protecting the privacy of our patient's 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.

We collect information from our patients such as names, home addresses, work addresses, home telephone numbers, and work telephone numbers (collectively referred to as "Contact Information"). Contact information is collected and used for the following purposes:

- i) to open and update patient files
- ii) to invoice patients for dental services, to process credit card payments, or to collect unpaid accounts
- iii) to process claims for payment from third-party health benefit providers and insurance companies on the patients behalf

Contact information is disclosed to third party health benefit providers and insurance companies where the patient has asked the office to submit a claim on their behalf.

Financial information may also be collected in order to make arrangements for the payment of dental services.

We collect information from our patients about their health history, their family health history, physical condition and dental treatments (collectively referred to as "Medical information"). Patients' medical information is collected and used for the purpose of diagnosing dental conditions and providing dental and medical treatments (eg. anesthesia or sedation as necessary).

Patients' medical information is disclosed:

- i) to third party health benefits providers and insurance companies where the patient has requested the office submit a claim for reimbursement of all or part of the cost of dental treatment on their behalf.
- ii) to other dentists and dental specialists, where we are seeking a second opinion and the patient has consented (verbal or written) to us obtaining the second opinion.
- iii) to other dentists and dental specialists if the patient, with their consent, has been referred by us to the other dentist or dental specialist for treatment
- iv) to other dentists and dental specialists where those dentists have asked us, with the consent of the patient, to provide a second opinion.
- v) To other health care professionals such as physicians if the patient, with their consent, has been referred by us to other health care professionals for either a second opinion or treatment.

As a member-office of the Alberta Dental Association and College, affiliated with the Calgary Health region, our records may be inspected and our staff interviewed as part of their regulatory activities and in the public interest

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signature

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date