

PATIENT CONSENT FORM: FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL 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. 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. Yelitza R. Ararat** 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 will only share your 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 other member of our office staff.

Please be assured that every staff member 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

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
- To provide health care, treatment options and enable us to contact and establish and maintain communication with you
- To offer and provide treatment, care and services in relationship to the oral and maxillofacial complex and dental care generally
- To communicate with other treating health-care providers, including specialists and general dentist who are the referring dentists and/or peripheral dentists
- To allow us to maintain communication and contact with you to distribute health-care information and to book and confirm appointments
- To allow us to efficiently follow-up treatment, care and billing
- For teaching and demonstration purposes on an anonymous bases
- To complete and submit dental claims for third party adjudication and payment

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- To comply with legal and regulatory requirements, including the delivery of patient 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 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 patient's charts and records to the College in a timely fashion for regulatory and monitoring purposes
- To deliver your charts and records to the dentist's insurance carrier to enable the insurance company to assess liability and quantify 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 and to comply generally with the law

Signing this consent section of this Patient Consent Form, you have agreed that you have given your informed consent to the collection, use and/or disclosure of your personal information for the purposes that are listed. If a new purpose arises for the use and/or disclosure of your personal information, we will seek your approval in advance.

Our information may be accessed by regulatory authorities under the terms of the *Regulated Health Professions Act (RHPA)* for the purpose of the Royal College of Dental Surgeons of Ontario fulfilling its mandate under the *RHPA*, and for the defence of a legal issue. Our office will not under any condition supply your insurer with your confidential medical history. In the event this kind of a request is made, we will forward the information directly to you for review, and for your specific consent. When unusual requests are received, we will contact you for permission to release such information. We may also advise you if such a release is inappropriate.

You may withdraw your consent for use of disclosure of your personal information, and we will explain the ramifications of that decision, and the process.

PATIENT CONSENT COPY

I HAVE REVIEWED THE ABOVE INFORMATION THAT EXPLAINS HOW YOUR OFFICE WILL USE MY PERSONAL INFORMATION, AND THE STEPS YOUR OFFICE IS TAKING TO PROTECT MY INFORMATION.

I KNOW THAT THE OFFICE HAS A PRIVACY CODE, AND I CAN ASK TO SEE THE CODE AT ANY TIME.

I AGREE THAT **DR YELITZA ARARAT** CAN COLLECT USE AND DISCLOSE PERSONAL INFORMATION ABOUT MYSELF AS SET OUT ABOVE IN THE INFORMATION ABOUT THE OFFICE'S PRIVACY POLICIES.

I HAVE AGREED TO SIGN THE PAPERLESS SIGNATURE THAT WILL BE KEPT IN MY PERSONAL RECORDS AND I CAN REVIEW THIS INFORMATION AT ANY TIME.

PATIENTS/GUARDIAN SIGNATURE

DATE

WITNESS

DATE