



Dr. Sandra A.C. Chong Dentistry P.C.
PATIENT CONSENT FORM:

A. FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Privacy of your personal information is an important part of our office while 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 will handle your personal information in a direct and clear manner. It is important to us to provide this service to our patients.

In our office, Dr. Sandra Chong is the Privacy Information Officer.

All staff members in our office are aware of the sensitive nature of the information that you have disclosed to us. We are all trained in the appropriate uses and protection of your information.

Our office protocols ensure that:

- only necessary information is collected about you;
- we 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 (RCDSO), and the law.

Please, do not hesitate to discuss our policies with me or any member of our office staff.

Please be assured that every staff member in our office is committed to providing the highest quality dental care.

HOW WE COLLECT, USE AND DISCLOSE PERSONAL INFORMATION

Our 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 provide health care
- to advise you of treatment options
- to enable us to contact you
- to establish and maintain communication with you
- to offer and provide treatment, care and services in relationship to the oral maxillofacial complex and dental care in general
- to communicate with other treating health-care providers, including specialists and general dentists who are the referring dentists and/or peripheral dentists
- to maintain communication and contact with you to distribute health-care information as well as book and confirm appointments
- to allow us to efficiently follow-up for treatment, care and billing
- for teaching and demonstrating purposes on an anonymous basis
- to complete and submit dental claims for third party adjudication and payment
- to comply with legal and regulatory requirements, including the delivery of patients' charts and records to the RCDSO in a timely fashion, when required, according to the provisions of the *Regulated Health Professions Act (RHPA)*
- to comply with agreements/undertakings entered into voluntarily by the member with the RCDSO, including the delivery and/or review of patients' charts and records to the College in a timely fashion for regulatory and monitoring purposes
- to permit potential purchasers, practice brokers or advisors to evaluate the dental practice
- 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 quantify damages, if any
- to prepare materials for the Health Professions Appeal and Review Board
- 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

By signing the 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 listed. If a new purpose arises for the use and/or disclosure of your personal information, we will seek your approval in advance.

Your information may be accessed by the regulatory authorities under the terms of the RHPA for the purposes of the RCDSO fulfilling its mandate under the RHPA, and for the defense of a legal issue.

Our office will not under any conditions supply your insurer with your confidential medical history. In the event this kind of 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 or disclosure of your personal information, and we will explain the ramifications of that decision, and the process.

PATIENT CONSENT FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

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 your office has a Privacy Code, and I can ask to see the code at any time.

I agree that Dr. Sandra Chong can collect, use and disclose personal information as set out above in the information about the office's privacy policies.

Signature of patient/parent/guardian

Signature of witness

Print name of patient/parent/guardian

Date

B. PATIENT CONSENT FOR ELECTRONIC INSURANCE CLAIM SUBMISSION

Please review the following if you would like our clinic to process your insurance claims electronically.

I authorize release, to my dental benefits plan administrator and the CDA, information contained in claims submitted electronically. I also authorize the communication of information related to the coverage of services described to Dr Sandra Chong. This authorization shall continue in effect until the undersigned revokes the same.

Signature of patient/parent/guardian

Date