

Wentworth Family Dental Care Personal Information Consent Form

We are committed to protecting the privacy of our patient's personal information and utilizing all personal information in a responsible and professional matter.

We collect contact information from our patients for the following purposes:

- To open and update files
- To invoice patient for dental services, to process credit card payments, or to collect unpaid accounts.
- To process claims for payment from third party health benefit providers and insurance companies.
- To send reminders to patients concerning the need for further dental examination or treatment.
- To send patients information material about our dental practice.

Contact information is disclosed to third party third party health benefit providers and insurance companies where the patient has submitted a claim for reimbursement or payment of all or part of the cost of dental treatment or has asked us to submit a claim on the patient's behalf.

Financial information may be collected in order to make arrangements for the payment of dental services, conditions, and dental treatments.

Patient medical information is disclosed:

- To third part health benefit providers and insurance companies where the patient has submitted a claim for reimbursement or payment of all or part of the cost of dental treatment or has asked us to submit a claim on the patient's behalf.
- To other dentists and dental specialists, where we are seeking a second opinion and the patient has consented to us obtaining the second opinion.
- To other dentists and dental specialists if the patient has been referred by us to the other dentist or dental specialist for treatment.
- To other dentists and dental specialists, where those dentists have asked us to provide 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.

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

Protection of your personal information

- Electronic records are stored on secure hardware that is password protected.
- Paper records are transferred in sealed envelopes, by secure methods and with reputable carriers.
- Consultants or subcontractors who might have access to information are required to the steps to protect any personal information they might have access to.

Access to your personal information

You are able to view your personal information at any time by asking of our team members. We will attempt to help you understand the information in your records.

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

Date

Print name

Signature