



Dr. Mindy Fong

& ASSOCIATES

Personal Information Consent Form

We are committed to protecting the privacy of our patients' 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. In this consent form, we have outlined what our office is doing to ensure that only necessary information is collected about you, we only share your information with your consent, and storage, retention, and destruction of your personal information complies with existing legislation and privacy protocols of our regulatory body and law. We collect information from our patients such as names, home addresses, work addresses, home telephone numbers, work telephone numbers, and e-mail addresses. (Collectively referred to us "Contact Information"). Contact Information is collected and used for the following purposes:

- To open and update patient files
- To invoice patients for dental services, to process credit card payments, or to collect unpaid accounts
- To maintain communication with patients and with other treating health-care providers, including specialists and referring doctors
- To process claims for payment or reimbursement from third-party health benefit providers and insurance companies
- To send reminders to the patients concerning the need for further dental examination or treatment
- To send patients informational material about our dental practice.

Contact Information is disclosed to 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 is collected for payment processing purposes. It is not shared with third parties without your consent, unless permitted by law for outstanding bill collection purposes. We collect information from our patients about their health history, their family health history, physical condition, and dental treatments. Patients' Medical Information is collected and used for the purpose of diagnosing dental conditions and providing dental treatment. Patients' Medical Information is disclosed:

- To 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
- With the consent of the patient, to other treating health-care providers, including specialists and referring doctors
- If we are ever considering selling all or part of our dental practice, qualified potential purchasers may be granted access as part of the due diligence process to patient information in order to verify information important

to the potential sale. If this occurs, we will take steps to ensure that the prospective purchaser safeguards all personal information

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

You may withdraw your consent for use or disclosure of your personal information at any time.