

## Privacy Policy- Periodontal Patients

Sarah Johnston, Periodontics  
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### Privacy Policy

**Our dental clinic collects personal information on patients to ensure patients receive safe and appropriate dental treatment. In addition, financial and insurance coverage information may also be collected to facilitate payment for treatment rendered.**

**Accountability:(Principle 1):** Our dental clinic is responsible for all personal information under our control, and the policies and practices we employ for handling this information to ensure our office complies with the provincial privacy legislation in force.

**Identifying Purposes: (Principle 2):** Our office collects personal information from patients for the safe and efficient delivery of dental treatment including information used for payment of dental services. This information includes contact information, medical history, past treatment and billing information such as insurance status. Patients will be notified if their personal information is to be used for other than those indicated here. In the normal course of business, your information may be viewed by computer and accounting personnel.

**Consent (Principle 3):** As a periodontal patient your personal information is requested to ensure safe and appropriate periodontal care is provided. It will only be collected, used and disclosed for this purpose. Similarly, financial information will also be collected, used and disclosed for the payment of services rendered. On this basis, it is reasonable to conclude that you have provided consent for this purpose.

**Limiting Collection (Principle 4):** Personal information collected on patients is limited to providing patient care and receiving payment for these services.

**Limiting Use, Disclosure and Retention (Principle 5):** Personal information will not be used, disclosed or retained for purposes other than those identified above and will only be retained for as long as necessary to fulfill those purposes or as required by law. When it is no longer required, all personal information will be destroyed in a manner that recognizes the sensitivity of the information.

**Accuracy (Principle 6):** To ensure the accuracy of the personal information, our office encourages patients and staff to maintain records that are accurate and up to date. Patients must notify staff on their next visit or contact the office immediately if there is a change.

**Safeguards (Principle 7):** Our office will take reasonable steps to ensure the personal information under our control will be protected from unauthorized use and disclosure appropriate to the sensitivity of the information.

**Openness (Principle 8):** Information on our policies and practices is available to patients. Please direct your enquiries to the privacy officer as noted below.

**Individual access (Principle 9):** An individual can request to view their personal information held by our office. A patient can challenge the accuracy and completeness of the information. We will be guided by the relevant section of the Act and the directives of the ministry of Management Services as amended on occasion.

**Challenge Compliance (Principle 10):** Should a patient lodge a complaint regarding our office's compliance with the Act, a complaint can be filed with Dr. Sarah Johnston. All complaints will be investigated and responded to. In the event the complainant remains dissatisfied a formal complaint can be made to the provincial information and privacy commissioner.

**Personal Information Privacy Act & your personal information:**

As of January 1, 2004, our government has implemented a new Personal Information Privacy Act to govern the collection, use and disclosure of personal information. Personal information is information that can be used to identify you specifically and can include such details as your name, address, gender, etc...As such, we are advising you of our policy regarding the use of your information. Should you have any concerns regarding the accuracy or use of your personal information please contact us at (250) 334 4480.

**Why and What Information Do we collect?**

Our dental specialty clinic collects personal information about patients to ensure patients receive safe and appropriate dental treatment. Such information includes medical and dental history in order to process patient's accounts. Patient information is collected by phone when you initially contact our office, by written form when you complete our medical/dental history form and in person when you attend the office. Also, periodically, our staff will request and update some of your information to ensure that our medical records are complete and up to date. Providing that information implies consent to use that information to the furtherance of your dental care by consulting with other care givers (e.g. your dentist) and by collecting monies owed for services rendered.

**Release of Personal Information:**

In the course of carrying out our business we will limit the collection, use and disclosure of your personal information to the appropriate purpose for which it was gathered. Protection of your personal information against theft, unauthorized access, copying or modification is employed by industry recognized security safeguards. We require our service providers to abide by our privacy policy and adopt our security measures.

In accordance with the **2004 Personal information Privacy Act**, I consent to the following parties having access to medical/ dental/ financial information regarding my dental treatment:

PLEASE PRINT

NAME: \_\_\_\_\_(Please Print Clearly)

Physician: \_\_\_\_\_

Dentist: \_\_\_\_\_

Spouse: \_\_\_\_\_

Dental Insurance Co: \_\_\_\_\_

Other(s): \_\_\_\_\_

Mother +/- father: \_\_\_\_\_

Guardians: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_