



PRIVACY POLICY

Westmeadow Dental understands the importance of protecting your personal information. To help you understand how we are doing that, we have outlined here how we collect, use and disclose your 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.
- To advise you of treatment options.
- To establish and maintain communication with you.
- To communicate with other treating health-care providers, including other dentists, specialists, physicians, pharmacists and lab technicians.
- To book and confirm appointments.
- To allow our office to effectively work with Transitions Group Dental Consulting.
- 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 Royal College of Dental Surgeons of Ontario in a timely fashion, when required, according to the provisions of the *Regulated Health Professions Act* or for monitoring purposes.
- To deliver your charts and records to the dentists' insurance carrier to enable the insurance company to assess liability and quantify damages, as necessary.
- 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 prepare materials for the Health Professionals Appeal and Review Board (HPARB).
- To invoice goods and services.
- To process credit card payments.
- To collect unpaid accounts.

EMAIL: We will not release your email address or personal information to any outside source without written consent. We will not use your email address for any purpose other than sending appointment notices and/or account correspondence.

Thank you for your support and understanding in helping our office to comply with regulatory requirements and generally with the law.