

Written Statement of Information Practices and Notice of Purposes

Smith Orthodontics understands the importance of protecting your personal health information. To help you understand how we are doing that, we have outlined below how our office is collecting, using and disclosing your personal health information.

Smith Orthodontics will collect, use and disclose information about you for the following purposes:

- To assess your health needs and provide safe and efficient dental / orthodontic care
- To enable us to contact and maintain communication with you to distribute health care information and to book and confirm appointments
- To communicate with other treating health care providers, including other dentists, specialists, physicians, pharmacists and lab technicians
- 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
- To deliver your charts and records to the insurance carrier to enable the insurance company to assess liability and quantify damages, as necessary
- To invoice for goods and services
- To process credit card payments
- To collect unpaid accounts

Please note that any questions or concerns that you may have about your personal health information can be directed to our contact person Corrie Worby. Corrie can be contacted at corrie@smithorthodontics.ca.

Smith Orthodontics can be reached at:

Telephone: 519-433-3701

Address: 235 North Centre Road, Suite 301, London, ON N5X 4E7

Email: admin@smithorthodontics.ca

Any requests for access or correction to your personal health information should be directed in writing to Dr. Drew Smith at the address listed above.

If you are dissatisfied with the manner in which we have addressed your requests for access or correction to your personal health information or if you have general questions, you may contact the Office of the Privacy Commissioner of Ontario by:

Surface Mail:
Information and Privacy Commissioner / Ontario
2 Bloor Street East
Suite 1400
Toronto, ON M4W 1A8

Email: info@pic.on.ca
Phone: 416-326-3333
Toll Free: 1-800-387-0073
TDD/TTY: 416-325-7539
Fax: 416-325-9195

Thank you for your support and understanding in helping our office comply with all legal / regulatory requirements.