

HOW WE COLLECT YOUR PERSONAL HEALTH INFORMATION

Our office 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.

This office will collect, use and disclose information about you for the following purposes:

- To assess your health needs and provide safe and efficient dental 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, 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 dentist's 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 might have about your personal health information can be directed to our contact person: Dr. Annette S. Simbulan.

Dr. Annette S. Simbulan can be reached at the following:

Telephone: 905-848-2252

E-mail: privacy@enfieldplacedental.ca

Mailing Address: R206-265 Enfield Place,
Mississauga, Ontario L5B 3Y7

Any requests for access or correction to your personal health information should be directed, in writing, to Dr. Annette S. Simbulan.

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 concerns about our privacy practices, 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, Ontario M4W 1A8

E-mail: info@ipc.on.ca
Phone: Toronto Area (416/local 905): 416-326-3333
Long Distance: 1-800-387-0073 (within Ontario)
TDD/TTY: 416-325-7539
Fax: 416-325-9195

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