

## **How Our Office Collects, Uses, and Discloses Patients' Personal Information**

**Our office understands the importance of protecting your personal information. To help you understand how we are doing that, we have outlined below how our office is collecting, using and disclosing your personal 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 orthodontic care.
- To enable us to contact and maintain communication with you to distribute health-care information and to book and confirm appointments.  
Communication methods include mailed letter, postcard, email or telephone.
- 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 invoice for goods and services.
- To process credit card payments.
- To collect unpaid accounts.

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