

**DR. CHRISTOPHER G. CARUK**  
**226 – 222 Baseline Road**  
**Sherwood Park, AB T8H 1S8**

**PRIVACY STATEMENT AND CONSENT**

**OUR PRIVACY POLICY AND COMMITMENT TO PROTECTING YOUR PRIVACY**

Our office values your confidence in choosing us to provide your dental care. As our patient, you trust us with your personal information. We respect that trust and want you to know that we are committed to protecting your privacy. Although the privacy law is relatively recent, we want to assure our patients that our office has always protected your privacy.

**YOUR RIGHTS REGARDING PERSONAL INFORMATION**

You have a right to know why we collect the information, who is responsible for protecting the information, and how the information will be handled.

1. We collect contact information (name, address, telephone numbers) for the following purposes:
  - To open and update patient files.
  - To communicate with you regarding treatment.
  - To invoice patients for dental services, process credit card payments, and collect unpaid accounts.
  - To process claims from third party insurance and benefit providers.

Financial information is collected in order to make arrangements for the payment of services.

Medical information (health history, dental history, and dental treatment) is collected and used to diagnose dental conditions and to provide the correct dental treatment.

2. Dr. Caruk is our Privacy Officer.
3. Contact and medical information is disclosed to third party health benefit providers when the patient or our office has submitted a claim for reimbursement for the cost of dental treatment.

Medical information is disclosed to other dentists, dental specialists, and other health care providers when a second opinion or referral for continuation of treatment is required or requested.

**PROTECTING YOUR PERSONAL INFORMATION**

All employees, suppliers, and service providers who may be able to access patient records have been informed of the importance of your right to privacy. Only those who need to know will be allowed access to your records. Dentists are regulated by the Alberta Dental Association and College, which may inspect our records and interview our staff as part of its regulatory activities in the public interest.

**YOUR PRIVACY CHOICES**

You may withdraw your consent at any time by contacting our Privacy Officer. Please be aware that withdrawing your consent may prevent us from providing you with dental treatment.

**Until advised otherwise, you have my consent to collect, use, and disclose my personal information as set out above.**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date