

We are committed to protecting the privacy of our patients' personal information and to utilizing all personal information in a responsible and professional manner. This document summarizes some of the personal information that we collect, use and disclose. In addition to the circumstances described in this form, we also collect, use and disclose personal information when permitted or required by law.

We collect information from our patients such as names, home addresses, work addresses, home telephone numbers, and work telephone numbers (collectively referred to as "Contact Information"). Contact information is collected and used for the following purposes:

- To open and update patient files
- To invoice patients for services, to process credit card payments, or to collect unpaid accounts
- To process claims for payment from third-party health benefit providers or third-party financing companies

Contact information is disclosed to third-party financing companies if the patient has asked the office to submit a claim to them for financing. Financing information is collected in order to make arrangement for payment of services.

We collect information from our patients about their health history, their family health history, physical condition, and treatments (collectively referred to as "Medical Information"). Patient's Medical Information is collected and used for the purpose of diagnosing conditions and providing medical treatment (anesthesia or sedation).

For your safety, it is our standard of care to send consult information and/or directly contact your medical providers.

Patients' Medical Information (including Pre/Post Op Photos) is disclosed:

- To other health care professionals such as Physicians and Plastic Surgeons if we have referred the patient, with their (verbal or written) consent, to the other health care professional for a second opinion, treatment or follow up care.
- To other health care professionals such as Physicians and Plastic Surgeons in cases where the patient has chosen to obtain treatment or follow-up care elsewhere
- To other health care professionals such as the treating Physicians office

As a Non-Hospital Surgical Facility that offers Plastic Surgery services, we are regulated by the College of Physicians and Surgeons of Alberta, which may inspect our records and interview our staff as part of its regulatory activities in the public's interest.

If you have questions about the collection of your personal information, call us at: (780) 750-0072 or by email at timberleasc@gmail.com

I consent to the collection, use and disclosure of my personal information as set out above.

Date

Print Name – Patient/Guardian

Signature