

## **PRIVACY (Massage Therapy Document)**

Privacy of your personal information is an important part of our office providing you with quality care. We are committed to collecting, using, and disclosing your information responsibly.

All massage therapists who work at Belmont Natural Health Centre and who come into contact with your personal information are aware of the sensitive nature of the information you choose to disclose and are aware of the measures taken to safeguard your privacy and of the regulations that require such actions.

Below is outlined what our office is doing to ensure that:

- Only necessary information about you is collected
- We only share information with your (written) consent
- Storage, retention, and destruction of your personal information complies with existing legislation and privacy protection protocols
- Our privacy protocols comply with standards of our regulatory body (The College of Massage Therapists of Ontario [CMTO]), and the law

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

As noted above, our office understands the importance of protecting your personal information. To help you understand how we are doing that we have outlined how our office is using and disclosing your information.

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

- To deliver safe and effective patient care
- To advise you, the client, of treatment options
- To enable us to contact you to schedule or confirm appointments and distribute information about the clinic
- To establish and maintain communication with you, the client
- To communicate with other health care providers
- To communicate with (named) insurance adjusters, lawyers, and other support persons as is required to provide proper service to you, or as required by law and/or The Regulated Health Care Practitioners Act
- To comply with Peer Assessment requirements to review client files on a random basis as required by the CMTO
- To permit potential purchasers of the practice to review the files to evaluate the practice
- To invoice for goods and services
- To process credit card payments (when applicable)
- To collect unpaid accounts
- To assist this office to comply with all regulatory requirements

Our office will not supply your confidential medical information to any third party without your written permission.

You may withdraw your consent for use and disclosure of your personal information and we will explain the ramifications of the decision and the process.

We welcome your questions about our privacy policies.

By signing the Informed Consent (Massage Therapy Document) form you have agreed that you have given your informed consent to the collection, use, and/or disclosure of your personal information for the purposes listed. If a new purpose arises for the use and/or disclosure of your personal information we will seek your approval in writing.