

## **DR. OLIVA-CUSTIC SKIN & ACNE CLINIC**

### **PRIVACY POLICY**

**At our clinic confidentiality regarding your personal and health information is fundamental in providing the highest standard of care.**

#### **YOUR PERSONAL AND HEALTH INFORMATION**

##### **OUR RIGHT AND RESPONSIBILITY:**

- We collect personal and health information about you to identify you for your record
- A record is made of each visit to the clinic for legal documentation, and to plan and record your treatments and care.
- We are required to protect the privacy of your information

*In Accordance to the Personal Health Information Protection Act, 2000 (PHIPA)*

##### **YOU HAVE THE RIGHT:**

- To request that we limit certain uses and transmission of your protected information
- To request the means of communication of your health and personal information

#### **CLIENT RIGHTS AND RESPONSIBILITIES**

##### **YOU HAVE THE RIGHT:**

- To be treated with respect
- To know the qualifications and names of people providing services
- To receive information about services and their costs
- To consent to or refuse any treatment
- To receive information on effectiveness, possible side effects and complications of treatment

##### **YOU HAVE THE RESPONSIBILITY TO:**

- To be honest about your medical history, and report any changes in health or medication
- To respect clinic policies including keeping appointments and cancelling in advance
- To ask for clarification if there is something you do not understand
- To follow instructions, and seek medical attention or advice promptly if needed.

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