

Dear New Patient:

Welcome to Midwest Reproductive Center. We are excited that you have chosen us to help you with your reproductive and endocrine needs. Our practice is dedicated to providing you with the most advanced medical care in a warm and caring environment.

There are several things you can do to get the most out of your initial visit.

First, download and sign the “***Authorization to Release Protected Health Information***” and **send it directly to your physician(s)** so that we can have a copy of your pertinent medical history. We have marked the medical information we would like to have sent to us. If your partner has had a semen analysis, he will also need to complete a release form and send to the physician or lab that performed the test.

Download and complete the following forms and mail them to our office **prior** to scheduling your appointment. Once we receive the forms, we will call to set up your initial consultation.

- ***Patient Registration Form***
- ***Medical History Form***
- ***Privacy Statement***
- ***Notice of Privacy Acknowledgement***
- ***Carrier Testing for Cystic Fibrosis***
- ***Patient Payment Policy***
- Also, please mail a copy of the front and back of your insurance card and if applicable, contact your primary care provider for a referral.

Canceling your appointment:

If you must cancel your office visit, please notify us 24 hours in advance. Failure to notify our office 24 hours in advance will result in a charge of \$150 (new patient) or \$50 (return patient). This fee will not be billed to your insurance company. After payment of the cancellation fee, you will be re-scheduled in the next available opening.

Form Completion:

We routinely must complete multiple forms mandated by your insurance carrier to obtain coverage and request laboratory tests. When indicated, we will provide you with written notices for leave of absence from work for medical procedures. Additional requests for forms completion for leave of absence (FMLA) from work, disability or “letters of medical necessity” will be performed after receipt of a \$25 fee for each. This fee will not be billed to your insurance company.

Medical Records:

If you wish to have a copy of your medical records released, you will need to submit a request in writing along with a payment of \$15. Please allow 14 days for records to be copied.

Returned Check Fee:

Returned checks will be subject to \$30.00 collection charge. Any future visits will be cash only.

Collections:

Unpaid balances more than 90 days overdue are subject to collections via small claims court, attorney, and/or collection agency with applicable collections fees. All collections fees are the responsibility of the patient. Once you are sent to collections, you will have to settle your collection balance with the collection agency before you can continue treatment and you will then become a cash only patient.

After Hours Calls:

Any non-emergent calls made to the physician after office hours may be subject to a \$25.00 billing to the patient. This fee will not be billed to your insurance company. It will be the patient's responsibility.

Due to the sensitive nature of infertility treatment as well as for certain safety reasons, Midwest Reproductive Center has a "no children" policy. We ask that you make alternative childcare arrangements for each scheduled appointment.

Please arrive 15 minutes prior to your appointment to review and sign paperwork. If you arrive late to your appointment, we will make every effort to accommodate you. However, it may be necessary to reschedule your appointment.

We look forward to meeting you soon!

Thank you,

Your Team at Midwest Reproductive Center