

**The Fertility Center**  
**William Dodds MD, James Young MD, Valerie Shavell MD,**  
**Mili Thakur MD, Emma Giuliani MD, and Richard Leach MD**

3230 Eagle Park Dr. NE, Suite 100  
Grand Rapids MI 49525  
616.988.2229  
877.904.4483

317 S. Drake Rd., Suite B  
Kalamazoo MI 49009  
269.324.5100  
877.500.1658

1100 S. Cedar St., Suite B  
Mason MI 48854  
877.904.4483

**FAX TRANSMITTAL MEMO**

**Please fax, mail or email (medrec@mrvf.com) new patient paperwork to the Grand Rapids office for appointments in Grand Rapids, Traverse City or Mason and to the Kalamazoo office for appointments in Kalamazoo.**

**DATE:** \_\_\_\_\_

**TO: The Fertility Center – New Patient Paperwork Processing**

**FAX #: Grand Rapids – (616) 988-2010**  
**Kalamazoo – (269) 324-5041**

**FROM:** \_\_\_\_\_

**NUMBER OF PAGES INCLUDING THIS COVER:** \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be advised that you are electing to send sensitive information to our office through methods that may not be secure. There is a possibility that information you include in an email can be intercepted and read by other parties besides the person to whom it is addressed. The Fertility Center cannot be responsible for material sent from unsecure servers. If you have any questions, please contact our office at 616-988-2229.

Appointment Date: \_\_\_\_\_ Office Location: \_\_\_\_\_

**Female Patient**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A detailed voice message may be left at the following phone number: (\_\_\_\_)**

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SS#: XXX-XX- \_\_\_\_\_ Marital Status: \_\_\_\_\_

Race (optional): \_\_\_\_\_ Ethnicity (optional): \_\_\_\_\_ Military Status/Branch: \_\_\_\_\_

**Email address:** \_\_\_\_\_

Patient's Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Date Employed: \_\_\_\_\_ to \_\_\_\_\_ Full Time/Part Time

Emergency Contact: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Alternate Name/Number: \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Family Physician: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

**Partner - Please select one of the following (Required): Male \_\_\_\_\_, Female \_\_\_\_\_, No Partner \_\_\_\_\_**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A detailed voice message may be left at the following phone number: (\_\_\_\_)**

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SS#: XXX-XX- \_\_\_\_\_ Marital Status: \_\_\_\_\_

Race (optional): \_\_\_\_\_ Ethnicity (optional): \_\_\_\_\_ Military Status/Branch: \_\_\_\_\_

**Email address:** \_\_\_\_\_

Patient's Employer: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Date Employed: \_\_\_\_\_ to \_\_\_\_\_ Full Time/Part Time

Emergency Contact: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Alternate Name/Number: \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Family Physician: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

---

**How did you hear about The Fertility Center? (Please check all that apply)**

Referred by a Physician

Friend/Family Member

Internet Search

Social Media

Physician Name: \_\_\_\_\_

Facebook  Instagram

Specialty: \_\_\_\_\_

City: \_\_\_\_\_  Other: \_\_\_\_\_

## The Fertility Center

William Dodds MD, James Young MD, Valerie Shavell MD,  
Mili Thakur MD, Emma Giuliani MD, and Richard Leach MD

**Right to revoke or terminate:** As stated in our Notice of Privacy Practices, you have the right to revoke or terminate this authorization by submitting a written request to our Privacy Manager. You may revoke an authorization at any time, in writing, except to the extent that your Healthcare Provider or the practice has taken an action in reliance on the use or disclosure indicated in the authorization.

### Limited Patient Authorization for Disclosure of Protected Health Information to an Individual

(Please print all information. Authorization is in effect for 12 months with a mandatory requirement of updating annually, unless an earlier termination date is specified. (see below))

**Patient Name:** \_\_\_\_\_

**Partner to:** \_\_\_\_\_

'Patient' refers to the person completing this form

**Patient Social Security Number:** XXX-XX- \_\_\_\_\_

**Patient Date of Birth:** \_\_\_\_\_

**Purpose of request (who will be authorized to receive information)** - I authorize **the practice (identified below)** to disclose or provide protected health information, about me to the individual(s) listed below.

**Practice Name:** **Michigan Reproductive and IVF - dba - The Fertility Center**

**Who will be authorized to receive information** (list each family member, friend, or other individual to receive PHI):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Description of information to be disclosed** - I authorize the practice to disclose the following protected health information about me to the entity, person, or persons identified above:

**Entire patient record; or check only those items of the record to be disclosed:**

- office notes     lab results     x-rays; hospital     financial history report (previous 3 years only).  
 record of HIV and communicable disease testing     record of mental health or substance abuse treatment

**Purpose of disclosure** (please check patient request or record the purpose of the disclosure):

Patient Request     Other (please specify): \_\_\_\_\_

**Expirations or termination of authorization:** This authorization will expire 12 months from the date of your last signature below, unless you specify an earlier termination. You must renew or submit a new authorization after the date of your last signature to continue the authorization. You have the right to terminate this authorization at any time. You must notify our privacy manager, in writing, if you decide to terminate the authorization prior to the normal expiration date. **Please list date of expiration if earlier than 12 months from date of last signature:** \_\_\_\_\_.

**Non-Conditioning statement:** The practice places no condition to sign this authorization on the delivery of healthcare or treatment.

**Redisclosure:** We have no control over the person(s) you have listed to receive your protected health information. Therefore, your protected health information disclosed under this authorization will no longer be protected by the requirements of the Privacy Rule and will no longer be the responsibility of the practice. (You have the right to receive a copy of signed authorizations upon request.)

\_\_\_\_\_  
Patient signature

\_\_\_\_\_  
date (expires in 12 months)

## FINANCIAL POLICY

Insurance coverage for infertility varies. Many insurance companies do not cover infertility. For this reason, we ask that you pay all fees at the time of service. We are not able to offer payment arrangements for any services. Financing is available through Advance Care Card. Please contact the billing department for more information.

We will submit a claim as a courtesy for all services rendered except for Tricare, VA, BCN Lab Services, Medicaid, and Aetna. If you are an Aetna patient, we will issue an itemized receipt for you to submit to Aetna for reimbursement. Please provide us with your current insurance information. If your insurance changes, please update us as soon as possible to ensure your claim is submitted correctly and timely. **Please note that your insurance policy is a contract between you and your insurance company, therefore, it is your responsibility to know and understand your contractual obligations and limitations.**

During the course of your treatment at The Fertility Center, you may wish to have a telephone consult. Telephone consults are billed to your insurance and are sometimes not covered and would then be your responsibility.

During your treatment plan, should you have an ultrasound at another facility, there is a \$115 per cycle outside monitoring fee that is not billable to your insurance company.

Should you be interested in pursuing ART (Assisted Reproductive Technologies), you must initially pay a non-refundable ART Cycle Management fee in order to reserve a month for your procedure. Your actual procedure **must** be prepaid prior to your procedure. A financial consult will be done so that you will have an approximate range for costs of your procedure.

In some cases, surgery may be required to treat your condition. We will bill your insurance for this, however, if you have insurance we do not participate with, you will be required to pay in full for your surgery within 30 days of the procedure.

**Any outstanding balances must be resolved prior to beginning each treatment cycle.** However, in the event of an emergency, care will be provided regardless of outstanding financial obligations.

Failure to pay any balances in a timely manner will result in a referral to a collection agency. In addition to the effect collection action will have on your credit rating, future services by The Fertility Center will not be provided until the balance is paid in full.

When obtaining a copy of your personal medical record for services rendered by The Fertility Center, we do not institute a monetary charge for the dissemination of a single copy of your record. A request for two or more copies of your personal medical record is subject to a \$25.00 administrative fee. There is a \$35.00 charge for FMLA paperwork.

For your convenience, we accept the following forms of payment: cash, check, credit card, and money order. We charge a service fee of \$25.00 for all returned checks. **All office fees are approximate and subject to change without notice.**

**No Show policy: We require 48 hours' notice to cancel an appointment. You will be charged ½ the visit cost if you fail to show or contact the office. You will be charged \$25.00 if you contact the office in less than 48 hours. There will be no charge if you cancel with a 48-hour notice. For self-pay and non-par insurances, a \$100 deposit is required when making a new patient or established patient appointment. There is a \$50 no show fee for retrograde appointments in our lab.**

Should you have any questions, please feel free to contact our office at (616) 988-2229, option 5.

### Acknowledgement of Payment Responsibility

**I have read and understand the Financial Policy of The Fertility Center and agree to its terms. I understand that I am financially responsible for any services provided by The Fertility Center, including any items denied or not covered by my insurance and any yearly deductible or co-payment amounts. I acknowledge all outstanding balances for services are to be resolved within 30 days.**

Print Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Patient or Parent/Guardian if minor)

**Notice of Privacy Practices:** I acknowledge that I have received a copy of the Notice of Privacy Practices: \_\_\_\_\_  
Patient initials

**The Fertility Center**

William Dodds MD, James Young MD, Valerie Shavell MD,  
Mili Thakur MD, Emma Giuliani MD, and Richard Leach MD

**CONSENT FOR TREATMENT**

Knowing that I require diagnostic testing, medical treatment or hospitalization, I voluntarily consent to the medical treatment deemed necessary in the judgment of my treating physicians. I am aware that the practice of medicine and surgery is not an exact science, and I acknowledge that no guarantees have been made to me regarding the results of examination, tests, or treatments. I understand that if major diagnostic studies or treatment procedures such as surgery are required, I will be asked to give specific consent to those procedures. If I am an obstetrical patient, I understand that my signature consents to the care and treatment of my fetus.

**MY MEDICAL INFORMATION**

I understand that The Fertility Center will keep my medical information according to state law, federal law, and policy. I also understand that my information will be stored electronically and may be sent to or received from other healthcare providers and/or payers electronically. This includes treatments and medicine or prescription information about me, including drug or alcohol use. In some cases, The Fertility Center is required by law to report information to an agency like the health department. This may prevent other diseases. I understand I can ask additional questions before signing this consent.

**I have read the above information or have had it explained to me, and indicate my understanding of same, by signing this document.**

*\*Please note: 'Patient Name' refers to the person completing this form.*

\_\_\_\_\_  
Patient Name (Please Print)

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Fertility Center Patient (Spouse/Partner – Please Print)

\_\_\_\_\_  
The Fertility Center Staff Witness

\_\_\_\_\_  
Date

*\*If this consent form is not signed in the presence of a member of The Fertility Center staff, form **must** be notarized below:*

Notary Public \_\_\_\_\_ County, Michigan

Acting in the County of \_\_\_\_\_

Signature \_\_\_\_\_

My commission expires:

**The Fertility Center**

William Dodds MD, James Young MD, Valerie Shavell MD,  
Mili Thakur MD, Emma Giuliani MD, and Richard Leach MD

**CONSENT FOR HIV TESTING**

HIV (Human Immunodeficiency Virus) infection is a long-term illness that damages the body’s immune system and its ability to fight diseases. HIV can cause AIDS (Acquired Immunodeficiency Syndrome), the stage of HIV when the body is weakened and less able to fight off germs. HIV spreads through blood, semen, vaginal fluids, and breast milk. You can get or give an HIV infection by having vaginal, anal, or oral sex without a condom or sharing needles or works when injecting drugs. An infected mother can pass HIV to her child during pregnancy, birth or breastfeeding. You cannot get HIV by donating blood or through casual contact like hugging or shaking hands.

People can have HIV for years and not know it unless they get tested. If you **are infected**, it can help you get proper treatment and learn how to avoid spreading HIV to other people. If you **are not infected**, it can help you learn how to reduce your risk of getting HIV.

HIV testing: A **negative result** means you are not infected with HIV or you have a recent infection, too early to show up positive. If you have been exposed to HIV in the last six weeks, the test may not detect a new infection. A **positive result** means you are living with HIV. This means you can pass your infection to others through sex, sharing needles, through birth or breastfeeding. You should take precautions to avoid infecting others.

I understand I can ask additional questions before signing this consent and may ultimately refuse to sign it. My physician will review my treatment options at The Fertility Center, should I refuse HIV testing. I understand HIV test results are confidential and shall not be released without my permission, except as permitted under state law. I understand that I have a right to have this test done without the use of my name at any Michigan Department of Health-approved HIV counseling and testing site.

I acknowledge that I have been given an explanation of the test, including its uses, benefits, limitations, and the meaning of test results. I understand that I have the right to withdraw my consent for the test at any time before the test is complete. By my signature below, I consent to be tested for HIV.

I consent to HIV Testing.

I do not consent to HIV Testing

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

*\*Please Note: Our credentialing agencies require that all In Vitro Fertilization (IVF) patients complete this test.*

**I have read the above information or have had it explained to me, and indicate my understanding of same, by signing this document.**

*\*Please note: ‘Patient Name’ refers to the person completing this form.*

\_\_\_\_\_  
Patient Name (Please Print)

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Fertility Center Patient (Spouse/Partner – Please Print)

\_\_\_\_\_  
The Fertility Center Staff Witness

\_\_\_\_\_  
Date

*\*If this consent form is not signed in the presence of a member of The Fertility Center staff, form **must** be notarized below:*

Notary Public \_\_\_\_\_ County, Michigan

Acting in the County of \_\_\_\_\_

Signature \_\_\_\_\_

My commission expires:

**The Fertility Center**

William Dodds MD, James Young MD, Valerie Shavell MD,  
Mili Thakur MD, Emma Giuliani MD, and Richard Leach MD

**FEMALE PATIENTS:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

**OB/Gyn Status:**

Currently Pregnant: \_\_\_\_\_ Menstrual Status: \_\_\_\_\_

Monthly periods or Irregular: \_\_\_\_\_ LMP: \_\_\_\_\_

**Current Medication List (include all vitamins and minerals):**

---

---

---

**Allergies:**

---

---

**Medical History: (Please circle YES or NO)**

Abnormal Pap:	YES	NO
Ever had a hysterosalpingogram:	YES	NO
Diabetes:	YES	NO
Endometriosis:	YES	NO
GERD:	YES	NO
Hepatitis:	YES	NO
HIV+:	YES	NO
Pain with intercourse:	YES	NO
Pelvis Pain:	YES	NO
STD:	YES	NO

**Surgical History:**

Date:	Surgery:
_____	_____
_____	_____
_____	_____
_____	_____

**Family History:**

Relationship	Alive/Deceased	Any Cancers	Any Diseases including genetic issues	High Blood Pressure/Cholesterol
Paternal GF				
Paternal GM				
Maternal GM				
Maternal GF				
Father				
Mother				
Brother				
Sister				

**Substance Activity:**

Types: Cigarettes \_\_\_\_, Pipes \_\_\_\_, Cigars \_\_\_\_, Vapor with Nicotine \_\_\_\_, Vapor without Nicotine \_\_\_\_

Currently every day or some days: \_\_\_\_\_

Packs/Day: \_\_\_\_\_

Years: \_\_\_\_\_

Former Smoker: \_\_\_\_\_

Smoked electronic cigarettes: \_\_\_\_\_

Start Date: \_\_\_\_\_

Quit Date: \_\_\_\_\_

Smokeless Tobacco: \_\_\_\_\_

Snuff: \_\_\_\_\_ Chew: \_\_\_\_\_

Quit Date: \_\_\_\_\_

**Alcohol Use:** YES NO

Frequency: 2-4 drinks/month \_\_\_\_\_

2-3 drinks/week \_\_\_\_\_

4-5 drinks/week \_\_\_\_\_

1-2 drinks/day \_\_\_\_\_

2-3 drinks/day \_\_\_\_\_

4+ drinks/day \_\_\_\_\_

**Socioeconomic:**

Current Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_



**Marital Status:** Married \_\_\_\_\_ Single \_\_\_\_\_ Significant Other \_\_\_\_\_

Spouse/Partner Name: \_\_\_\_\_

Number of Biological Children: Male: \_\_\_\_\_ Female: \_\_\_\_\_

**Fertility History:**

How long have you been trying to get pregnant: \_\_\_\_\_

Have you been treated for infertility: If so, by whom: \_\_\_\_\_

Married/committed since (year): \_\_\_\_\_

Have you used ovulation predictor kits: \_\_\_\_\_

Have you used basal body temperature charts: \_\_\_\_\_

Birthplace: \_\_\_\_\_

Do you feel safe at home: \_\_\_\_\_

Does anyone threaten or physically hurt you: \_\_\_\_\_

Drug Use (including marijuana): YES NO

Types: \_\_\_\_\_

Sexually Active: YES NO NOT CURRENTLY

Current form of birth control/protection: \_\_\_\_\_

Partners: Female Male

**Menstrual History:**

Age of first menses: \_\_\_\_\_

Period Pattern: Regular Irregular

Period Cycles (days): \_\_\_\_\_

How many days between each cycle: \_\_\_\_\_

How many days do you bleed: \_\_\_\_\_

**Obstetric History** (List all confirmed pregnancies and deliveries):

Delivery Date: Weeks gestation: Delivery Type (vaginal or C-Section) Complications:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all ectopic pregnancies and/or miscarriages:

Date and information:

_____	_____
_____	_____

