

The Fertility Center
William Dodds 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 or 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 PAGE: _____

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: _____

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 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: _____

Individual'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:** _____

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Limited Patient Authorization for Disclosure of Protected Health Information (PHI) 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.

Patient Name: _____ Partner to: _____

'Patient' refers to the person completing this form

Patient Social Security Number: XXX-XX- _____ Patient Date of Birth: _____

I authorize the practice (*Michigan Reproductive and IVF dba The Fertility Center*) to disclose or provide protected health information about me to the individual(s) listed below.

The following individuals will be authorized to receive information (list each family member, friend, or other individual to receive PHI):

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

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 imaging reports financial history report (previous 3 years only)
 HIV and communicable disease testing results 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 and right to revoke or terminate this 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 promptly.

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 Assisted Reproductive Technologies (ART), you must initially pay a non-refundable ART Cycle Management fee in order to reserve a month for your procedure. Your complete ART fee **must** be prepaid prior to your procedure. A financial consult will be completed such that you will have a better understanding of the costs of your procedure(s).

In some cases, surgery may be recommended. We will bill your insurance for this. However, if you have insurance that we do not participate with, you will be required to pay in full 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 fee for FMLA paperwork.

For your convenience, we accept the following forms of payment: cash, check, credit card, and money order. Online bill payment is an option via our website, fertilitycentermi.com. 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) 389-8709 or (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

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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

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
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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 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. Testing to determine if you **are infected** will help to facilitate proper treatment.

HIV testing: A **negative result** means you are not infected with HIV or you may have a recent infection that is 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, or 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

The Fertility Center Staff Witness

Date

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

Notary Public _____ County, Michigan

Acting in the County of _____

Signature _____

My commission expires:

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PATIENT

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Height: _____ Weight: _____

CURRENT MEDICATION LIST *including all vitamins and supplements*

Medication	Frequency & Dose	Medication	Frequency & Dose
------------	------------------	------------	------------------

Medication	Frequency & Dose	Medication	Frequency & Dose
------------	------------------	------------	------------------

Medication	Frequency & Dose	Medication	Frequency & Dose
------------	------------------	------------	------------------

PREFERRED PHARMACY

Pharmacy Name	Phone Number	Fax Number
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Street Address	City	ST	Zip code
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ALLERGIES

Allergic to	Reaction	Allergic to	Reaction
-------------	----------	-------------	----------

Allergic to	Reaction	Allergic to	Reaction
-------------	----------	-------------	----------

MEDICAL HISTORY

Diabetes	YES	NO	Hepatitis	YES	NO
Abnormal Pap	YES	NO	HIV+	YES	NO
Endometriosis	YES	NO	Pain with intercourse	YES	NO
Pelvic Pain	YES	NO	Sexually transmitted infections	YES	NO

Other medical conditions (please specify): _____

PATIENT cont.

SURGICAL HISTORY

<u>Date</u>	<u>Type of Procedure</u>		
_____	Hysterosalpingogram (HSG)	YES	NO
_____	Intrauterine Insemination (IUI)	YES	NO
_____	In Vitro Fertilization (IVF)	YES	NO

If yes:

How many retrievals? _____ How many eggs retrieved? _____

How many embryo transfers? _____ Did you become pregnant? _____

Do you have any embryos left? _____

Additional Surgeries:

<u>Date</u>	<u>Type of Procedure</u>
_____	_____
_____	_____
_____	_____

FAMILY HISTORY

Relationship	Alive/Deceased	Cancer (please specify type)	Infertility or Recurrent Pregnancy Loss	Other Diseases, including Genetic Conditions
Paternal GF				
Paternal GM				
Maternal GF				
Maternal GM				
Father				
Mother				
Brother(s)				
Sister(s)				
Other				

SUBSTANCE USE

Are you **currently** using any of the following?

Cigarettes YES NO

Electronic Cigarettes, Pipes, Cigars, Vapor with Nicotine, Smokeless Tobacco YES NO

If yes, please specify type: _____

Frequency: Every Day Some Days N/A

If every day, how many packs or times/day: _____ Start date: _____

Drug use, including marijuana YES NO

Did you **formerly** use any of the above products? YES NO

If yes, please list: _____

Start date: _____ Quit date: _____

PATIENT cont.

MENSTRUAL HISTORY

Age of first period: _____ Period Pattern: Regular / Irregular Number of days you bleed: _____
Number of days between each cycle: _____ Last Menstrual Period (LMP): _____

OBSTETRIC HISTORY (List all confirmed pregnancies and deliveries)

Total number of pregnancies: _____ Total number of biological children: _____
Number of Miscarriages: _____ Date(s): _____
Additional Information: _____
Number of Ectopic Pregnancies: _____ Date(s): _____
Additional Information: _____

Delivery Information:

Date	Weeks Gestation	Delivery Type <i>Vaginal or Cesarean</i>	Complications, if any
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

