

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 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

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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 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)

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:

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Last Name: _____ First Name: _____

DOB: _____ Weight: _____ Height: _____

Current Medication List (include all vitamins and minerals):

Semen Analysis: YES NO If so where: _____

Allergies:

Surgical History:

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

Family History:

Relationship	Alive/Deceased	Any Cancers	Any Diseases, including genetic issues	High Blood Pressure/Cholesterol
PGF				
PGM				
MGM				
MGF				
Father				
Mother				
Brother				
Sister				

Substance Activity:

Currently Every day or some days: _____

Former Smoker: _____

Smoked electronic cigarettes: _____

State Date: _____

Quit Date: _____

Types: Cigarettes: ____ Pipes: ____ Cigars: ____ Vapor with Nicotine: ____ Vapor without Nicotine: ____

Packs/Day: _____

Years: _____

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: _____