

SOUTHERN CALIFORNIA CENTER FOR REPRODUCTIVE MEDICINE

Initial Consultation Checklist

Please Review This Checklist Carefully.

Be sure that all items below are provided before sending your information to the office.

Patient Information Packet

Please fill out the patient information form, remember to sign the last page.

Medical Records Release

Be sure to fill out the records release. **YOU HAVE TO SEND THE WHITE COPY OF THIS TO ANY PREVIOUS PHYSICIANS** who may have information that would be helpful on your first visit. You may want to specify the date of your appointment so we will receive the records before your appointment. **Please return the yellow portion of the release form.**

Insurance Cards

Please include a “clear copy” of your insurance card (front and back) and also a copy of your spouse’s insurance card, if it is different from yours. In order to fully understand your insurance coverage, we suggest that you contact the carrier to determine your **infertility benefits** and to find out which labs and hospitals are covered by your plan. It will be necessary for us to verify your benefits prior to your new patient visit. **If you are unable to mail or fax a copy of your insurance card to the office prior to your appointment date, it may be necessary for you to pay for your appointment at the time of service.** If we determine that you do have insurance benefits for the visit, your account will be credited upon receipt.

Referral or Authorization (HMO Plans)

Please indicate (or bring with you) a copy of your referral if you have an HMO Plan. If you are using a PPO or POS Plan option on your HMO, first make sure that you have infertility benefits under this option. It is necessary for you to have a copy of the referral authorization prior to scheduling your new patient appointment.

Financial Policy, Patient Agreement & HIPPA Form

Please be sure to read over these forms carefully. Please sign and date each form and keep a copy for your records.

Please send the above information to the office no later than **2 business days** before your appointment. If there is not enough time to send it by mail, please bring the completed information with you to the appointment. **Remember, it may be necessary for you to pay at the time of service if benefits cannot be verified in advance.**

Thank you very much.