



First, we would like to thank you for calling the office of NeeOo W. Chin, MD.

Please complete the all of these documents and return them to our office PRIOR to you New Patient appointment. This will enable us to plan for your first visit and provide an efficient, comprehensive response to your medical concerns.

The following checklist is outlined for your information:

- The first appointment takes approximately 1 hour for the consultation and the exam.
- Please request all medical records from your previous physician pertaining only to infertility. A Medical Release Form will be provided in this packet. Once you have completed the form, give it to your previous physician to release your records to our office. These records may be mailed to the address below or sent via fax to (513) 326-4306.
- If your insurance requires a referral to a specialist, please obtain this referral from your Primary Care Physician (PCP) or OB/GYN **PRIOR** to your first visit with us. *Special note for AETNA patients, please contact the AETNA Infertility Case Manager Hotline at 1-800-575-5999 to let them know that you plan to begin infertility treatment.*
- Remember to bring your insurance card and Driver's License/ ID so that we can scan them into your medical record.
- Our office policy is to collect all applicable payments at the time of service, including your initial visit. If an insurance payment is received after your payment, a credit will be applied for use on future visits.
- The \$20 Appointment Hold Fee will not be refunded if your initial appointment is cancelled and not rescheduled.

Your questions and/or concerns are important to us. You are welcome to contact our office at any time. We look forward to seeing you soon.

Sincerely,

Melinda Rehkamp
New Patient Coordinator