



PAYMENT, INSURANCE NETWORK, AND REFERRAL POLICIES

In order to keep our fees at a minimum, all co-payments, coinsurance percentages (i.e. 80/20 plans), and no insurance/self-pay payments are due at the time of service. For any procedure not covered by insurance, the appropriate fee per procedure is due on the date of the office visit.

We also ask that you please call your insurance company PRIOR to your first appointment. Please use the "Insurance Information Checklist" as a guide when you are calling your insurance company. As you may know, charges for services may be denied if the appropriate facilities are not utilized or if referrals are not in place. If you should have a change of insurance during the course of your treatment, you will need to update your information to the office as soon as possible, as well as obtain this same information from your new insurance company. Please sign and return this form to our office prior to or at the time of your new patient appointment.

While speaking with your insurance customer service representative, it would be helpful to have them explain the extent of your infertility coverage prior to your appointment. Many companies cover the diagnosis of infertility, but not the treatment of, such as inseminations, etc. It is to your benefit to be as informed as possible of your benefits.

Since referrals are often required for a specialist's services, the patient must contact the office of their primary care physician or OB/GYN office, PRIOR to their first appointment with us, to obtain their initial referral. Since so many of our patients we treat require referrals, the patient is responsible for keeping track of the number of visits they have used, and let us know when it's time for their referral to be update.

Please read the "Notice of Privacy Practices" and sign the acknowledgement form. This form must be signed prior to our first appointment with the doctor. If you should have any questions or don't agree with our privacy policy, please contact our office.

We appreciate your understanding and cooperation with all of these matters. If you should have any questions, please do not hesitate to contact me at (513) 326-4300.

Sincerely,

Kimberly Chin
CFO/ Practice Manager

** For additional insurance and billing inquiries, please contact our Billing Specialist, Mary Jayne Raleigh, at (513)326-4300 ext. 575 during the hours of 7:00 AM – 3:00 PM, Monday thru Friday.