



Patient Appointment Checklist

2-3 Weeks Prior to Appointment

- Please review and read packet contents.
- Return the following documents in the enclosed self-addressed envelope:
 - patient registration and history forms (completed by both partners)
 - Notice of Privacy Practices – Acknowledgement and Consent Form
 - copies of both front and back of your health insurance cards including your pharmacy card enlarged 200%, if possible to ensure legibility

If you prefer, these documents may be faxed to our medical records department at 703-991-8030. This information should arrive at GIVF five (5) days before your scheduled appointment.

- Request pertinent medical records using the enclosed **Authorization to Use or Disclose Health Information** form. These records should arrive at the Genetics & IVF Institute five (5) days before your appointment.
- Review your insurance policy and request a referral or preauthorization from your primary care physician.

1 Week Prior to Appointment

- Call 703-698-7355 to confirm your appointment no later than four (4) business days prior to your scheduled appointment.

Day of Appointment

- Complete survey questionnaire and give to receptionist at GIVF.
- Please arrive at least 15 minutes early for your appointment.

Due to the sensitive nature of the medical treatment provided at the clinic and out of consideration to other patients, we request that you make alternative childcare arrangements for the time of your appointment.