



THE FERTILITY
Wellness Institute
OF OHIO

NeeOo W. Chin, M.D.
Subspecialty Board Certified

Thank you for your call to our office.

I have enclosed some information that I hope will be helpful to you. Please complete both Patient Registration Forms and Personal History Forms then return them to our office PRIOR to your initial visit. This will enable us to better serve you and help eliminate the completing of paperwork in the office on the day of your appointment.

The following is a short checklist of some items for your information:

1. The first appointment will take approximately 1 hour for the consultation and exam (if necessary).
2. Please request all pertinent past medical records from your previous physician. Your previous physician's office will provide you with a medical information release form. After completing the form, return it to your PCP or OB/GYN so that they can forward your records to us.
3. If your insurance requires a referral to a specialist, you must obtain one from your PCP or OB/GYN **PRIOR** to your first appointment with us. AETNA patients, please contact the AETNA Infertility Case Manager Hotline at 1-800-575-5999.
4. Please bring your insurance card so that we may obtain a copy for your medical record.
5. It is the office policy to collect all applicable payments at the time of service; this includes the initial visit. If insurance payment is received after a self-pay payment has been collected, a refund to the patient will be processed promptly. After the initial consult or prior to the first follow-up visit, a short appointment with our Insurance Coordinator will be helpful to clarify and determine your specific financial obligations.
6. Please remember that your \$20.00 appointment hold fee will not be refunded if you cancel your new patient appointment.

Please feel free to contact our office with any questions or concerns at any time. We look forward to seeing you.

Sincerely,

Melinda Rehkamp
Scheduling Coordinator

2814 Mack Road • Fairfield, OH 45014
513-326-4300 Fax 513-326-4306
www.chinbaby.com