



THE FERTILITY
Wellness Institute
OF OHIO

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

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 visit.

We also ask that you please call your insurance company **PRIOR** to your first appointment. Please fill out the enclosed “Insurance Information Checklist” when 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. Also, in the event of a change of insurance, please update our office information as soon as possible.

It may also be helpful to ask your insurance customer service representative to explain the extent of your infertility coverage to you prior to your appointment. Many companies cover the diagnosis of this condition, but not the treatment, i.e. insemination, etc. We realize that some this terminology is unfamiliar to you at this time; however, it is helpful for you to begin to become informed regarding your infertility benefits.

Because referrals are often required for a specialist’s services, the patient must contact the office of their primary care physician or OB/GYN office, whichever applicable, **PRIOR** to their first appointment with us to obtain their initial referral. Also, because of the volume of patients we see that require referrals, the patient is responsible for keeping track of how many visits have been used and notifying us when it is time for their referral to be updated.

Please read the “Notice of Privacy Practices” and sign the enclosed acknowledgement form. This form must be signed before the doctor consults with you at your first appointment. If you have questions or don’t agree with our privacy practices, please contact our office. We appreciate your understanding and cooperation in this matter, and apologize in advance for any inconvenience this may cause. Please do not hesitate to contact me at (513) 326-4300 with any questions or comments.

Sincerely,

Debbie Sibley
Practice Manager

**For insurance inquiries, please contact our Insurance Coordinator, Debra Clinger, at (513) 326-4300 during the hours of 7:30AM – 4:00PM, Monday – Friday.

*Additional billing inquiries can be directed to our Billing Specialist, Mary Jayne Raleigh, at (513) 825-7915 during the hours of 8:00AM – 5:00PM, Monday – Friday.

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