# New Patient Appointment Checklist

Welcome to Mid-Iowa Fertility. In order to make your first appointments go as smoothly as possible, please review and complete the following items on this checklist.

***Please note: a credit card is now required to schedule your first appointment. A fee of $100 will be charged in the event of a no-show or if your appointment is not canceled or rescheduled within 24 hours of your original appointment. We will not charge the card if the appointment is kept.***

□ Please complete and bring the New Patient Packet with you to your appointment.

□ Please fill out the registration and medical history forms (you and your partner, if

applicable) prior to your first visit and be sure to bring them with you on the day

of the appointment.

□Please read and sign all authorization forms (you and your partner if applicable)

and be sure to bring them with you. We will collect these forms for your chart.

□Please bring your insurance card and identification (e.g. driver**’**s license) with you.

We will be making copies for our files.

□Please obtain copies of any pertinent medical records or imaging studies (e.g.

hysterosalpingogram, MRI). Contact your physician**’**s office to obtain these

records. You can bring them with you for your first visit or ask that they be faxed

to our office prior to your appointment (515-222-9563). If records are going to

be faxed to our office, please call to confirm receipt prior to your visit.

□Please check in with the receptionist 15 minutes prior to your first appointment to

complete the registration process.

□CHILDREN IN THE OFFICE:

Mid-Iowa Fertility cannot provide supervision for children left unattended in the office. For their safety, we recommend that you make arrangements for childcare

during your appointments. Also, children in the office can be uncomfortable

for some infertility patients. Thank you for your understanding.

PLEASE CALL US AS SOON AS POSSIBLE IF YOU NEED TO CHANGE

OR CANCEL YOUR APPOINTMENT at 515-222-3060 or our toll-free at 888-306-3060.

24-hour notice is **required** for any cancellation or rescheduling of a consultation appointment. If proper notice of cancellation is not given, you will be charged $100 for the consultation time.