

875 Meadows Road, Suite **334**, Boca Raton, FL **33486 Phone:** 561-368-5500 • Fax: 561-368-4793

Welcome to Boca Fertility!

We are pleased to welcome you to our clinic and to take part in your fertility journey. At Boca Fertility, we believe your fertility future is bright, and we are here to ensure you have the best experience possible.

To save time at your initial appointment, please complete your **New Patient Form** packet prior to arriving at the clinic.

You may bring the completed forms with you to your first appointment, or you may scan and email them to **frontdesk@bocafertility.com**.

Upon booking your appointment, we require a \$50.00 non-refundable deposit, which will be applied to the cost of your appointment. If you need to reschedule or cancel your appointment, please call the office 2 business days in advance.

We look forward to seeing you soon.

Thank you,

Boca Fertility Team



Want to know what to expect at your first appointment? Scan to view our FAQs and helpful advice for your initial visit.





New Patient Information

General Patient Information								
Name:					Date of Birt	h:	//_	
First	Middle	Last				Month	Day `	Year
Home Address:								
Street			City			State	Zip/Postal	Code
Marital Status: Single Mar	ried Comm	on Law Pre	fer Not to Sh	nare SSN	N #:			
Primary Phone:		Work Ce	ell Alter	nate Phor	ne:		Work	Cell
Email:				Preferred	Method of Cor	ntact: P	hone E	mail
Ethnicity: Caucasian Afric	can-American	Hispanic	Asian	Ashkenazi	Other:		Prefer not	to share
What sex was originally listed or	n your birth ce	ertificate?	Male F	emale	Decline to answe	er		
What are your preferred pronou	uns? He/	him She/h	ner They/	them	Other:			
Do you think of yourself as:	Straight or heter	rosexual Le	esbian or ga	y Bisex	ual Queer,	pansexual,	and/or que	stioning
	Don't know	Decline to ans	swer	Other (Plea	ase specify):			
Do you think of yourself as:	Male Female	Transgende	r man Tra	ınsgender v	voman Neithe	r exclusivel	y male nor	female
1	Don't know	Decline to ans	swer	Other (Plea	ase specify):			
How did you hear about Boca Fe	ertility? Phys	sician Referral	Friend/Fa	mily W	eb Search So	cial Media	Other:	
Who referred you? Self Frie	end PCP C	BGYN Othe	er:	Name	of Referring Pe	erson:		
Partner's Information (if appli	icable)							
Partner's Name:	, ,				Date of Bi	rth:	,	,
First	Midd	le Last			Date of bi	Mont		Year
Primary Phone:		Work Ce	ell Alter	nate Phor	ne:		Work	Cell
Email:				Preferred	Method of Cor	ntact: P	hone Er	mail
Ethnicity: Caucasian Afric	can-American	Hispanic	Asian A	Ashkenazi	Other:		Prefer not	to share
What sex was originally listed or	n your birth ce	ertificate?	Male F	emale	Decline to answe	er		
What are your preferred pronou	uns? He/	him She/h	ner They/	them	Other:			
Do you think of yourself as:								
	Don't know				ase specify):			J
					voman Neithe			female
	Don't know			_	ase specify):		,	





Patient Medical History & Information

Patient Name:	_ Sex Assigned at Birth:	M F
Partner Name (if applicable):	_ Sex Assigned at Birth:	M F
Have you/your partner visited a fertility specialist before? Yes	No Date of last visit:	
I. Medical History for Patients Assigned Female at Birth: 1. Medication(s) you are on: 2. Allergies: None known lodine Shellfish Drug allergies (list symptoms): 3. Do you use: Tobacco Alcohol Drugs 4. Date of last Pap: Not yet 5. Date of mammogram: Not yet 6. Please indicate any significant illness you have had: Anorexia or Bulimia Asthma Rheumatoid and	How much: Abnorma	al al
Diabetes Heart disease Hepatitis B of Hypothyroidism Hyperthyroidism Kidney disease Mitral valve prolapse Rheumatic fever Seizure		
2	LEEP/conization Year	r(s):
 How often do you have your periods? Do you have to shave or wax facial hair every week? Do you have breast discharge? Left Right Color: Do you have hot flashes? How often? Do you: Spot 2-3 days before your period? When was your thyroid hormone last checked? Do you have painful cramps with your periods? 	arter size clots?	Yes No Yes No Yes No Yes No Yes No
Sexual History 1. Do you have pain with intercourse? 2. How often do you have intercourse?		Yes No
 3. Have you had 3 or more sexual partners in the past? 4. Have you ever had an abnormal Pap smear? When? 5. Have you had: PID Chlamydia Gonorrhea Herpes 		Yes No Yes No Yes No Yes No
Review of System		
 Over the past 2 years have you gained or lost weight? Do you exercise? How often? Type? Has your mother reached menopause? At what age? 		Yes No Yes No Yes No



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egna	ncy l	History										Not	Applicabl
Yea	ar	Is partner the father?	Miscari	riage?	Tern	ninated?	Vaginal b C-section		Baby's sex	Со	mplicati	on	
tilit\	/ Trea	itment History	,	l								Not	Applicab
	atme			Year		# Cycle	# IUI	Phys	ician		Dutcom		1717
Clo	mid												
Let	rozol	e/Femara											
		le meds (Brave											
		i, Gonal-f, Meno											
		+ Injectable											
		e/Femara + Inje	ectable										
		Fertilization											
		mbryo Transfe	r										
mily		cal History Pl	lease indic	ate mate i	rnal (N	//) or paterr							
	-					_		•	specify type				
		•							Uterii				
		sc dystrophy							(
		le cell				_	Otner: _						
	_												
		ntal disease _											
	Oth												
							Пуроспу	TOIG			Пурсі		
Me	dical	History for Pa	tients As	signed M	/lale a	nt Birth:						YES	NO
1.		e you been cre											
		pregnancies: _					, ,						
2.		e these pregna			en wi								
3.		e you ever had		umps			n Therapy		Chemothera				
4.	-	you have:		iabetes		Hyperte			Erectile Prob	olem			
5.		you take testos											
6. 7		you take any re	_										
7. °	חטיי	you ever have i	iniunte	or the pr	ostat	e: alia?							
8.	паv	e you ever had you have: V	aricocolo	Surger	genit	Tosticula	r Curaon		 /asectomy F	201101	·cal		
9. 10	-	you nave: v you smoke?		Surgery ow much						tever	SdI		
	-	you smoke? you drink alcoh		ow much									
						 ype?							





Contact Information

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Billing Information

Name:		Date of Birth:	/ /
First Middle	Last		onth Day Year
Home Address:Street			State Zip/Postal Code
Marital Status: Single Married Con	nmon Law Prefer Not	to Share SSN #:	-
Primary Phone:	Work Cell Alternat	e Phone:	Work Cell
Email:	Pre	eferred Method of Cont	tact: Phone Email
Employment Information			
Responsible Party: Self Spouse/Partne			Self-Employed
Employer Address:Street	City		State Zip/Postal Code
Responsible Party's Occupation:			
Responsible Party's Employer: Name	Address		Phone
Insurance Information			
Insurance Name:	Insurance ID #:	Group #	:
Primary Care Physician:Name	Address		Phone
INSURANCE AUTHORIZATION: I hereby aut concerning my illness and treatment. I agre required referrals or preauthorization for so	e that if I fail to notify Boo	a Fertility of insurance	
ASSIGNMENT OF BENEFITS: I hereby assign dependents. I understand that I am respons	Boca Fertility all paymen sible for any amount not o	ts for medical services covered by insurance.	rendered to myself or my
		 Date	



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Insurance & Billing Authorization

Thank you for choosing Boca Fertility as your health care provider. We are committed to the success of your treatment. The following form is a statement of our Insurance and Billing Policy, which we require you to read, initial and sign prior to any treatment.

Boca Fertility will bill your insurance for covered charges incurred in our office. Your deductible and copayment are due at the time of your visit. We accept cash, MasterCard, Visa or Discover. Patients paying cash should note that we do not keep change in our office.

Boca Fertility verifies your insurance benefits with your insurance company prior to your appointment. Please be advised that it is only an estimation of benefits; it is not guaranteed by the insurance company and is subject to change by your insurance's approval. You will be responsible for all charges not paid by your insurance company. We will do everything in our power to appeal an unpaid charge; however, you are responsible for payment for your services rendered.

I agree to have Boca Fertility bill my credit card automatically on my account balance for any charges
Initial
Some services provided by our office may be non-covered. If we have been informed that the service is not covered, you will be responsible for payment in full at the time of the visit. Otherwise, we will file the claim and bill you if it denied.
It is important to note that many insurance policies do not cover infertility; therefore, your expenses at our office may or may not be covered. If your insurance coverage is terminated or you switch policies, it is your responsibility to let us know prior to receiving further services.
It is possible at some point your insurance company may request a copy of your records to determine if your treatment is for a non-covered or pre-existing condition. Unfortunately, this is a matter we have no control over. We cannot withhold or alter records.
For surgery, ovulation induction therapy and in vitro fertilization, we will bill your insurance; subject to verification of coverage and pre-payment of your expected out-of-pocket expenses. You will be billed for all charges not paid by your insurance. Patients with accounts sent to an outside collection agency are responsible for all collection costs and legal fees.
The medical personnel in our office, including Dr. Peress and Dr. Margolis, are devoted exclusively to your medical care. Please direct all matters relating to fees, billing and insurance only to the business personnel.
I understand I am responsible for payment of all my services and agree to all of the above. Initial
I hereby authorize the release of medical information to my insurance company and authorize the payment of benefits to Boca Fertility.
Print Patient Name:

Signature of Patient: _____ Date: ____





Fee Policy

At Boca Fertility, we value transparency about your treatment program and included fees. Please review and sign below to acknowledge your understanding and acceptance of our fee policies.

Insurance

Boca Fertility will bill your insurance for coverage charges incurred in our office. Your deductible and co-payment are due at the time of your visit. Some services provided by our office may be non-covered. If we have been informed that the services is not covered, you will be responsible for payment in full at the time of the visit. Otherwise, we will file a claim and bill you if its denied. You will be held responsible for any charges not paid by the insurance company, regardless of the reason.

If your insurance coverage is terminated or if you switch policies, it's your responsibility to let us know this prior to undergoing further services.

It is possible that, at some point, your insurance company may request a copy of your file in order to determine whether your treatment is for a non-covered or pre-existing condition. This is a matter over which we have no control; we cannot withhold or alter records. There is a nominal handling fee for making those copies.

Payment Schedule

Payment is due at the time of service. If you wish to know the fee for any service in advance of scheduling, please feel free to ask the receptionist.

We accept cash, check, MasterCard, Visa, or Discover. We also offer our patients the option of applying for credit with a medical finance company. If you will be paying cash, please note that we do not keep change in our office. (If you do not have the exact amount, we can credit your account for the overpayment or mail you a check.)

Returned Checks

A \$30.00 charge is applied to any check returned by the bank. Past due accounts are assessed a 1% monthly late charge. Accounts sent to an outside collection agency are responsible for all legal fees and collection costs.

By checking this box and signing below	you agree to accept the terms of our fees policies.	
Print Patient Name:		
Signature of Patient:	Date:	



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Notification of Privacy Policy

(1 of 4)

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review carefully.

Introduction

At Boca Fertility, we are committed to treating you and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This notice applies to all protected health information as defined by federal regulations.

Understanding Your Health Record/Information

Each time you visit Boca Fertility, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- · Legal document describing the care you received,
- · Means by which you or a third-party payer can verify that services billed are actually provided,
- · A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged with improving the health of this state and the nation,
- · A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Boca Fertility, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon request,
- Inspect and copy your health record as provided for in 45 CFR 164.524,
- Amend your health record as provided for in 45 CFR 164.528
- Obtain an accounting of disclosures of your health information as provided for in 45 CFR 164.528
- Reguest communications of your health information by alternative means or locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522, and revoke your authorization to use or disclose health information except to the extent that action has already been taken.



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Our Responsibilities

(2 of 4)

Boca Fertility is required to:

- Maintain the privacy of your health information
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain for you,
- Abide by terms of this notice,
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you have supplied us, or if you agree, we will email the revised notice to you.

For More Information or to Report a Problem

For questions or more information, you may contact our clinic at frontdesk@bocafertility.com.

If you believe your privacy has been violated, you can file a complaint with the practice's Privacy Officer or with the Office for Civil Rights, US Department of Health and Human Services. There will be no retaliation for filing a complaint. The address for the OCR is:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Ave, SW
Room 509F, HHH Building
Washington, D.C. 20201

Examples of Disclosures for Treatment, Payment, and Health Operation

We will use your health information for treatment

For example: Information obtained by a nurse, physician, or other members of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your health care team, who will then record the actions they took and their observations. In that way, the physician will know how you respond to the treatment.

We will also provide your physician or a subsequent health care provider with copies of various reports that should assist him or her in treating you once you are discharged from this practice.

We will use your health information for payment

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.



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We will use your health information for regular health operations.

For example: Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Business associates: There are some services provided in our organization through contacts with business associates. Examples include physician services in the emergency department, anesthesiology, radiology, and certain laboratory tests. When these services are contracted, we may disclose your health information to our business associates so that they can perform the job we have asked them to do and bill your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

Communication with family: Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Marketing: We may contact you to provide appointment reminders by mail, answering machine messages, or your voicemail, or to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Public Health: We may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability as required by law.

Worker compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation.

Law enforcement: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.





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ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE

I have been presented with a copy of Notice of Privacy Policies detailing how my information may be used and disclosed as permitted under federal and state law. I understand the contents of the Notice, and I request the following person(s) to obtain information about my care including laboratory results:

Spouse Name:		
Other Name(s):		
I have the right to change these restrictions	and have the most recent authori	ization used.
Patient's Signature:	Date:	:
If not signed by the patient, please indicate	your relationship to the patient (e.	.g. spouse).
Relationship:		
Witnessed by (employee):		
Privacy officer/designee signature:		
Restriction accepted: Yes No		
Patient notified of acceptance/denial: Ye	es No	
For office use only:		
If patient refuses to sign, indicate your atter	mpt to obtain a signature below.	
Patient refused to sign this acknowledge	ement.	
Reason:		
Employee Name:		





Authorization for Disclosure of Confidential Information

Patient's Name:	Chart #:
Address:	
Date of Birth:	
I hereby authorize and request:	
Doctor's Name:	
Phone:	Fax:
To release the following information to:	
Boca Fertility 875 Meadows Road, Suite 334 Boca Raton, FL 33486	
Check All That May be Released:	
Infertility notes & relevant studies only	
Other (Please specify):	
Purpose of Disclosure:	
Infertility evaluation	
Other (Please specify):	
This authorization shall be valid for 120 days from authorization in writing any time prior to the exp	m the date of signature. The patient can revoke this piration date.
Patient's Signature:	Date:
Witness:	





Medical Record Release Authorization

Patient's Name:			D.O.B			
Address:						
City:	State:	Zip:				
Before signing author	orization for the re	elease of my medi	cal record, I acknowledge the following:			
record (\$25 for amount and will	the first 20 pages pay this fee befor	and \$0.50 for earlie my record is rel	or and material cost in photocopying my med ach additional page). I will be notified of the to leased. within one week after payment is received.			
I have read and agre	eed with the above	conditions and a	uthorize			
Boca Fertility and	Moshe	Peress, M.D.	Cheri Margolis, M.D.			
to release the follow	ving information to):				
Name:						
Address:						
City:		State:	Zip Code:			
Phone:		Fa>	x:			
Check all that may b	e released:	Entire record				
		Infertility notes &	relevant studies only			
		Other (Please spe	ecify):			
This authorization si authorization in writ			date of signature. The patient can revoke this date.			
Patient's Signature:			Date:			



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Consent for Purposes of Treatment, Payment and Healthcare Operations

I consent to the use or disclosure of any protected health information by Boca Fertility for the purpose of diagnosing or providing treatment to me, obtaining payment for my healthcare bills or to conduct healthcare operations. I understand that my diagnosis or treatment may be conditioned upon my consent as evidenced by my signature in this document.

I understand I have the right to request a restriction as to how my protected health information is used or disclosed to carry out treatment, payment or healthcare operations to the practice. Boca Fertility is not required to agree to the restrictions that I may request. I have the right to revoke this consent, in writing, at any time, except to the extent that Boca Fertility has taken action in reliance on this consent.

My "protected health information" means health information including my demographic information, collected from me or received by Dr. Peress or Dr. Margolis through another health care provider, a health plan, my employer or a health care clearinghouse. This protected health information relates to my past, present or future physical or mental health or condition and identifies me, or there is a reasonable basis to believe this information may identify me.

I understand I have a right to review Boca Fertility's "Notice of Privacy Practices" prior to signing this document. Boca Fertility's "Notice of Privacy Practices" has been provided to me. The Notice of Privacy Practices describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of my bills or in the performance of health care operations of Boca Fertility. This Notice of Privacy Practices also describes my rights and Boca Fertility's duties with respect to my protected health information.

Boca Fertility reserves the right to change the privacy practices that are described in the "Notice of Privacy Practices." I may obtain a revised notice of privacy practices by calling the office and requesting a revised copy be sent in the mail or asking for one at the time of my next appointment.

Communication with Spouse / Family:

Health professionals, using their best judgment at your request, may disclose to your spouse, family member, or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care. We will give you an opportunity to revoke your decision in writing at any time.

Print Name:	Relationship:
Please initial where applicable:	
OB/GYN Family member Psychologist At	torney Intended parents Gestational carrier Donor agency
Signature of Patient	 Date



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Patient Informed Consent for Molecular Genetic Testing

Purpose: I understand that one or more tests are being ordered by my doctor to determine if I am a carrier for one or more genetic conditions.

Methods: Testing is performed on a small sample of blood. Accurate information about my family history and ethnic background is required for accurate interpretation of the test results.

Results: I understand that, if the test results are positive, I may be a carrier of the disorder tested. I will be referred for genetic counseling.

Risks and information: The test results may not provide definitive conclusions regarding reproductive risks. While this testing is highly accurate, rare testing errors may occur. Further testing may be warranted for myself or my partner and this additional testing may or may not be covered by insurance.

Testing of additional family members: May be requested which could discover previously unknown information about family relationships, such as non-paternity or adoption.

Result disclosure: Boca Fertility will disclose my test results directly to me.

Genetic counseling: I have been informed about the availability and importance of genetic counseling and its availability both prior to and after testing.

My signature below indicates that I have read, or had read to me, and understand the above information. The decision to consent to, or to refuse, the above testing is entirely mine. I have had the opportunity to discuss it, including the purposes, limitations and possible risks, with my doctor or someone my doctor has designated. I have all the information I want, and all my questions have been satisfactorily answered. I understand my insurance may not cover the genetic testing or my deductible or coinsurance may apply.

 Date	
	 Date