

Dear New Patient,

Thank you for choosing us as your healthcare provider.

In an effort to make your visit a pleasant and efficient one, we have several patient information forms to be completed before your appointment. This information will be used in preparation of your patient chart and establishing your financial position of payment within our office financial policy standards.

Please complete either the **New Gyn Forms** or the **New Infertility Forms** and bring them completed to your initial visit. At that time, we will photocopy your insurance card and return them to you. The **Medical Records Release Form** is very important. After completing the **Medical Records Release Form**, send it to your previous doctor(s) so that they can forward a copy of your records to us. If you already have a copy of your medical records you are welcome to mail, fax, or drop them by our office, as our providers like to review your previous history prior to your appointment.

If your insurance company requires a referral or authorization number for you to see a specialist (our physician), please contact your primary care physician for the necessary referral or authorization number.

Your initial visit is payable at the time of service by cash, check, or credit card. If we are working with insurance that our office is contracted with, please advise the receptionist at your appointment time so that she may confirm the necessary information.

If you have any questions or need assistance, please don not hesitate to call our office between 7:30 AM and 4:00 PM, Monday through Friday.

On behalf of West Valley Fertility Center, we are looking forward to meeting you and helping you with your medical needs.

Sincerely,

Vladimir Troche, MD
Medical Director