The Center for Reproductive Medicine
3 Mobile Infirmary Circle Suite 213
Mobile, AL 36607
(251) 438-4200
(251) 438-4211 fax

To our valued patients:

In our effort to better serve you and to alleviate unnecessary billing confusion over patient balances we require you to pay all of your co-payments, deductibles and co-insurance at the time of service. Also, all payments for Intrauterine Insemination (IUI) are due at your baseline appointment. All balances must be paid in full before starting any new treatments. In the event that there is no receptionist on the weekend please give all payments to nurse personnel.

Please note that fees related to donor sperm specimens are due when the specimen is ordered and that preliminary blood work has to be completed and paid for before the specimen can be ordered.

As a courtesy, we are filing all insurance claims for our patients. For this to be done in a timely manner, it is vitally important that we receive your correct insurance information. If you change insurance companies or change your name, address or phone numbers please call our office immediately with the new information as your insurance company does have a filling time limit. This information can also be given to the receptionist at the time of your next visit if time allows.

Please check your insurance policy to insure that you do or do not need a referral (i.e.) Tricare (active duty). If a referral is necessary, it is **your responsibility** to contact your Primary Care Physician (PCP) to obtain your referral number. If a referral is needed and has not been obtained, full fee for service will be due at the time of this visit.

Thank you for your cooperation in this matter. We look forward to seeing you in the future.

Sincerely,

Fia Z. Roe
Office Manager

_____ _____

Patient signature Date

Revised 07/15/16