

## New Patient Appointment Checklist

Welcome to University Reproductive Associates. In order to make your first appointment go as smoothly as possible, please review and complete the following items on this checklist.

- 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 (201-288-6331). *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 20 minutes prior to your first appointment to complete the registration process.
- CHILDREN IN THE OFFICE:**  
URA cannot provide supervision for children left unattended in the office. For their safety, we recommend that you make arrangements for childcare or that you bring someone with you who can provide childcare during your visits to URA. Attention you may need to provide for your child can detract from the time you have to spend with your doctor. 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.**

**888-770-9080**