



Partner or Spouse Consents & Authorizations

The following Consents and Authorizations need to be reviewed, completed, and returned by fax, email or in person before or at the first visit.

FAX to (678) 303-0482 or email to: medicalrecords@acrm.com

- Consent to Treat
- Consent to Communicate
- Consent to Receive Text Messages
- Consent to use Electronic Records
- Consent for Mutual Records
- Obligation to Pay
- Consent to use e-mail
- Authorization to display photos
- Authorization to use Credit Card for billing
- Consent to Verify Insurance benefits

Name: _____ Date of birth: _____

Consent to Treat

Definitions:

The following defined terms are utilized throughout the following document:
Practice - Atlanta Center for Reproductive Medicine, LLC (ACRM) is referred to herein as the "Practice"
Lab - CCRM - Atlanta, LLC is referred to herein as the "Lab"
When the document refers to either the "Practice" or the "Lab" it is referring to the entities defined above.

I hereby request care by the Practice and the lab, which includes but is not limited to physicians, nurses, counselors, laboratory staff, acupuncturists, and administrative support personnel. I may withdraw my permission at any time without fear of it compromising my decision to return to care at a later time (unless I have been discharged from the practice).

Signature: _____ Date: _____

Consent to Communicate

Definitions:

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When the document refers to either the "Practice" or the "Lab" it is referring to the entities defined above.

During the course of treatment at the Practice or the Lab, physicians, nurses, lab personnel, counselors, acupuncturists, nutritionists or administrative staff may have reason to call with information about test results and instructions regarding ongoing care, nutritionists as well as financial aspects of my treatment. I understand that I have the right to modify or rescind my authorization at any time. I certify that each number below is a private and direct number. I hereby grant my permission for ACRM staff to leave a voice mail message, which may include protected health information at the phone numbers I have provided in the event I cannot be reached.

I also grant permission for the Practice or the Lab to discuss information regarding my care and financial matters with my spouse or partner.

Signature: _____ Date: _____

Spouse or Partner's Name: _____

Consent to Receive Text Messages

On occasion, Atlanta Center for Reproductive Medicine will send appointment reminders via text messaging. Text messages will not be sent without your permission and your participation is not mandatory. You may revoke your consent and opt out of text messaging at any time. Normal rates and charges will be applied as per your agreement with your cell phone carrier.

I give my permission for text message appointment reminders to be sent to my cell phone.

Signature: _____ Date: _____

Mobile number capable of receiving text messages: _____

Name: _____ Date of birth: _____

Consent to use "Electronic Records"

Definitions:

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I acknowledge and agree that the Practice or the Lab may convert some or all of my medical records into electronic format and thereafter maintain such medical records only in electronic format. I also acknowledge and agree that Consents (together with my signatures on all such Consents) that are obtained from me may be maintained by the Practice or the Lab in electronic format. For purposes of obtaining my consent (under O.C.G.A. §10-12-4), I hereby consent to being required by the Practice or the Lab to receive, recognize, accept, be bound by, and/or otherwise use electronic records and signatures as described herein. I hereby agree that such medical records and Consents and signatures of mine in electronic format are valid and will have the same validity as the hard paper copy thereof. Likewise, facsimiles or scanned images of any signed documents or consents shall have the same validity as the original. I acknowledge that I have carefully reviewed this Consent and understand its content.

Signature: _____ Date: _____

Consent for Mutual Records

Definitions:

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During the course of treatment at the Practice or the Lab there may be portions of my spouse or partner's Protected Health Information (PHI) that will be included in my medical records and portions of my PHI that will be included in my spouse or partner's medical records. I hereby give my express permission and consent for my PHI to be included in my spouse or partner's medical records and for my spouse or partner's PHI to be included in my medical records. I understand and agree that any disclosures that the Practice or the Lab may make of my medical records or my spouse or partner's medical records will include my PHI and my spouse or partner's PHI.

Signature: _____ Date: _____

Name: _____ Date of birth: _____

Obligation to Pay

Definitions:

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When the document refers to either the "Practice" or the "Lab" it is referring to the entities defined above.

I hereby make the assignment of all disability, surgical, medical, and major insurance benefits to the Practice and the Lab and to release any medical information necessary to execute an assignment of benefits. I understand that regardless of any insurance coverage I might have, I am personally responsible for all charges to this or to my partner/spouse's account. I further agree that in the event of nonpayment by my insurer, to bear the cost of collection and/or court cost and reasonable legal fees should this be requested. I understand that I am responsible for services rendered and I agree to pay for services at the time of service. I hereby authorize the Practice or the Lab to release any information acquired in the course of my examination and treatment to my insurance company or to another physician. I direct my insurance carrier to issue payment directly to the Practice or the Lab. I understand that I am financially responsible to the Practice or the Lab for any balance on my account or my partner/spouse's account not covered by my insurance carrier. In the event a patient credit is created on my account, I agree that a refund will not be granted until final adjudication has been determined by all 3rd party payers. The cost of collection (35%) will be added to all delinquent accounts at the time they are placed with a collection agency. I/We understand and agree that any credit granted shall be paid promptly in accordance with terms and agreements, that the Practice or the Lab may add one and one half percent (1 1/2%) per month to any balance owed, and in the event of default to pay collection charges and/or attorney fees. I also understand that it is my responsibility to notify the Practice or the lab if I become no longer responsible for future balances incurred on my partner/spouse's account due to separation or divorce.

Signature: _____ Date: _____

Spouse or Partner's Name: _____

Authorization to display photos

Due to new Federal privacy rules and regulations, we must have permission in writing to display any pictures you may send to us. By signing the authorization below, you are granting ACRM permission to display any pictures you may send. These pictures may be displayed in our nurse's offices or on bulletin boards in our office hallways. The pictures may be seen by all other ACRM patients, all ACRM staff, and ACRM Business Associates. Such photos would be used to provide encouragement to patients currently undergoing treatment for infertility and to celebrate successful outcomes. Your authorization to display such photos could lead to further disclosure and thus the pictures would no longer be protected by federal privacy laws. It is always our intention to protect your privacy. All pictures that are received have all printed identifying information removed before they are displayed.

Authorized Declined

Signature: _____ Date: _____

This Authorization will expire 5 years after signature date.

Name: _____ Date of birth: _____

Consent to use e-mail

Definitions:

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When the document refers to either the "Practice" or the "Lab" it is referring to the entities defined above.

The Practice and the Lab provide you the opportunity to communicate in certain circumstances with certain healthcare providers and administrative services by e-mail. Transmitting confidential patient information by e-mail, however, has a number of risks, both general and specific, that you should consider before using e-mail.

Risks:

Among the risks:

- E-mail can be circulated, forwarded, and stored in numerous paper and electronic files.
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- Recipients can forward e-mail messages to other recipients without the original sender's permission or knowledge.
- Users can easily misaddress an e-mail.
- E-mail is easier to falsify than handwritten or signed documents.
- Backup copies of e-mail may exist even after the sender or the recipient has deleted his or her copy.
- Employers and on-line services have a right to archive and inspect e-mails transmitted through their systems.
- E-mail can be used to introduce viruses into computer systems.
- E-mail can be used as evidence in court.
- E-mail containing information pertaining to your diagnosis and/or treatment must be included in the your medical records here at the Practice or the Lab. Thus, all individuals who have access to your medical record will have access to the e-mail messages.
- If you send or receive e-mail from your place of employment, you risk having your employer read their e-mail. Your employers or others, such as insurance companies, may read your e-mail and learn of medical treatment, particularly mental health, sexually transmitted diseases, or alcohol and drug abuse information.
- You cannot be sure how soon the Practice or the Lab will respond to your e-mail. Although the Practice and the Lab will endeavor to read and respond to e-mail promptly, we cannot guarantee that any particular e-mail message will be read and responded to within any particular period of time. Thus, patients should not use e-mail in a medical emergency.

Our Policy

The Practice and the Lab will make all e-mail messages sent or received that concern your diagnosis or treatment part of your medical record, and will treat such email messages with the same degree of confidentiality as afforded other portions of the medical record. The Practice and the Lab will use reasonable means to protect the security and confidentiality of e-mail information. Because of the risks outlined above, we cannot, however, guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information that is not caused by the Practice or the Lab's intentional misconduct. Thus, you must consent to the use of e-mail for confidential medical information after having been informed of the above risks. Consent to the use of e-mail includes agreement with the following conditions:

- The Practice or the Lab may send (either directly or through a third party e-mail service) unsecured/unencrypted e-mails to you to confirm appointments. These e-mails contain your e-mail address, as well as the date, time, and location of your appointment.
- The Practice or the Lab may send (using a secured/encrypted third party service) e-mail providing normal lab results.
- All e-mails to or from you concerning diagnosis and/or treatment will be made a part of your medical record.

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As a part of the medical record, other individuals, such as other physicians, nurses, staff counselors, patient accounts personnel, and the like, and other entities, such as other health care providers and insurers, will have access to e-mail messages contained in medical records.

- The Practice or the Lab may forward e-mail messages internally to its staff or externally to its agents for diagnosis, treatment, reimbursement and other handling. The Practice nor the Lab will not, however, forward the e-mail outside to independent third parties without your prior written consent, except as authorized or required by law.
- The Practice or the Lab may send you e-mails to provide updates or other notifications regarding your clinical care as well as financial matters.
- If you send an e-mail to the Practice or the Lab (one of its physicians, another healthcare provider, or an administrative department), we will endeavor to read the e-mail promptly and respond promptly, if warranted. However, the Practice and the Lab can provide no assurance that the recipient of a particular e-mail will read the e-mail message promptly. Because we cannot assure you that we will read e-mail messages promptly, do not use e-mail for situations, questions or conditions where a timely response is needed for diagnostic or treatment purposes or where time is of the essence, including, but not limited to a medical emergency.
- If your e-mail requires or invites a response from us, and you do not respond within a reasonable time, you are responsible for following up to determine whether the intended recipient received the e-mail and when the recipient will respond.
- Do not use e-mail for communications concerning diagnosis or treatment of AIDS/HIV infection; other sexually transmissible or communicable diseases, such as syphilis, gonorrhea, herpes, and the like; mental health or developmental disability; or alcohol and drug abuse.
- Because employees do not have a right of privacy in their employer's e-mail system, do not use your employer's e-mail system to transmit or receive confidential medical information.
- The Practice and the Lab cannot guarantee that electronic communications will be private. The Practice and the Lab are not liable for improper disclosure of confidential information not caused by the Practice or the lab's gross negligence or wanton misconduct.
- You are responsible for protecting your password or other means of access to e-mail sent to or received from the Practice or the Lab to protect confidentiality. The Practice and the Lab are not liable for breaches of confidentiality caused by you or any third party.
- It is your responsibility to follow up and/or schedule an appointment if warranted.
- Any use of e-mail by you that discusses diagnosis or treatment constitutes informed consent to the foregoing.
- Any use of email by you constitutes informed consent regarding this matter. Your signature on this consent acknowledges and accepts these risks and gives the Practice and the Lab permission to communicate via e-mail.
- You may withdraw consent to the use of e-mail at any time by e-mail or written communication to the Practice or the Lab, Attention: Administration Manager.

I hereby grant permission for the Practice and the Lab staff to contact me by email. I have read and fully understand this consent form.

<input type="checkbox"/> Authorized	<input type="checkbox"/> Declined
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Signature: _____ Date: _____

Email Address: _____

Name: _____ Date of birth: _____

Consent to Verify Insurance Benefits and Bill Insurance

I hereby give my permission to ACRM and CCRM Atlanta (or a third party company who it designates) to obtain from my past, present or future health insurance and prescription benefits companies full and complete health insurance and medication coverage information, including, but not limited to coverage related to infertility (if applicable).

I also hereby give my permission to ACRM and CCRM Atlanta to forward certain medical information it deems necessary to an outside third party who it designates to determine my eligibility to participate in certain patient financial service programs that are made available through ACRM or CCRM Atlanta. Patients are in no way required to participate in these programs. I likewise give my permission to the third party company to forward to ACRM and CCRM Atlanta my prequalification status.

The health insurance and medication benefits verification and the financial services prequalification are offered as a courtesy and without charge. I agree to hold harmless ACRM, CCRM Atlanta, or the third party company performing the verification of insurance benefits and these companies shall have no liability should the information obtained from my insurance company and communicated to me is different from the coverage applied by my insurance company to any claims subsequently filed. I also agree to hold harmless ACRM and CCRM Atlanta and neither shall have any liability if the prequalification for a patient financial program is preliminarily granted but subsequently not granted.

Patients are encouraged to confirm all insurance or reimbursement coverage determinations directly with their insurance carrier or other reimbursement source.

HEALTH INSURANCE CARD:

Insurance Company: _____
 ID number: _____ Group number/name: _____
 Insured's Employer: _____ Policy number: _____
 Phone number for benefits determination: _____

Signature: _____ Date: _____

Date of Birth: _____ Social Security #: _____

Your partner's / spouse's name: _____

HEALTH INSURANCE CARD:

Insurance Company: _____
 ID number: _____ Group number/name: _____
 Insured's Employer: _____ Policy number: _____
 Phone number for benefits determination: _____

Signature: _____ Date: _____

Date of Birth: _____ Social Security #: _____

Attention All Aetna Patients - You may be required to register with Aetna's Infertility Hotline. If a patient is required by Aetna to register with the Aetna Infertility Hotline but fails to do so, Aetna will not consider paying for any services, and all services rendered will be your responsibility. Call 1.800.575.5999 to obtain your registration number, and complete the below:

My Aetna Registration No. is: _____ OR _____ I called Aetna and was informed that I am not required to register.

Name: _____ Date of birth: _____

Consent to use Credit Card for billing

As part of our effort to control the cost of health care for our patients and streamline our administrative processes, we have established an automated credit or debit card system for your convenience. This will simplify payment of your potential co-pays, deductibles, or any 'non-covered' services. This system is similar to what car rental agencies and hotels do worldwide. Our system will securely hold your card information until your health insurance processes your claims and mails you their "Explanation of Benefits" which outlines your financial obligation. Your card will only be charged once your insurance company specifies your exact responsibility. It is the intent of this policy to save you time and simplify the billing process. Your card information will be stored in a confidential and secure setting. Once your card information has been entered, this document will be shredded.

This authorizes ACRM to charge your card (listed below) for any balances due on your account for services provided by either ACRM or CCRM - Atlanta. You will always be advised via a printed ACRM statement of any charge made to your card via this authorization. If the balance is less than \$500, we will charge your card and mail your receipt. For balances above \$500, we will contact you by email or phone regarding the balance due, then charge your card if we have not heard back from you by the close of the next business day.

You: Signature: _____ Date: _____

Name imprinted on card: _____

Card Type: VISA MasterCard [others currently not accepted]

Credit Card number: _____

Expiration date: _____

Billing Address: _____ (street)
_____ (city, state, zip)

Partner/Spouse: Signature: _____ Date: _____

Name imprinted on card: _____

Card Type: VISA MasterCard [others currently not accepted]

Credit Card number: _____

Expiration date: _____

Billing Address: _____ (street)
_____ (city, state, zip)