

Department of Obstetrics,  
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Reproductive Science

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**Welcome to the Center for Fertility and Reproductive Endocrinology!**

**Thank you for choosing us for your healthcare.** We appreciate your trust in us and look forward to working with you and helping you achieve your goals. We provide state-of-the-art programs in a warm welcoming environment, giving us the distinction of being leaders in women's health regionally, nationally, and internationally. The Center offers a women-focused approach, knowledge, and expertise to provide highly personalized reproductive health care, including evaluation, diagnosis, and treatment.

Included in this packet, you will find forms that we would like you to complete and **bring with you to your first visit**. The more information you give us, the more helpful we can be to you, so please be as thorough as possible. If you would prefer to complete the forms online, please visit our website @ [www.upmc.edu/Mageeinfertility](http://www.upmc.edu/Mageeinfertility). Click on "Center for Fertility and Reproductive Endocrinology at UPMC.com". On the right side of the page, you will see "New Patient Information Forms".

Please make arrangements to have copies of your medical records from your referring physician forwarded to our office. Medical records can be faxed to our office at **412-641-4531** or mailed to us at **Magee Hospital—REI Medical Records Dept. 300 Halket Street, Suite 5150 Pittsburgh, PA 15213**. If you have not made arrangements to have your records mailed/faxed to us, you must bring them with you at the time of your appointment. All physician offices and hospitals require written consent to release films and records, so please allow time for this process. The past medical history will help us plan your care and treat you more effectively. Without these records, decisions for your care may be delayed.

If you are a member of a HMO or PPO insurance plan that requires a referral or authorization from your Primary Care Physician, please be sure to bring the referral with you or have it faxed to us. It is important that we receive this referral so that your office visit will be covered by your insurance. Referrals and authorizations can be faxed to 412-641-7453. You will also be required to pay your insurance co-payment at the time of your office visit. If your insurance does not cover office visits, payment is required at the time of your visit. Payment may be made by cash, check, debit or credit card.

**Please plan on arriving at least 30 minutes before your scheduled appointment.** If for any reason you have to cancel, we ask that you call our office at least 48 hours prior to your appointment. This will allow us to offer our appointment to another patient who may be waiting.

**If you have any questions, please do not hesitate to contact us at 412-641-1600.**

Advanced technology, ongoing research and a supportive team approach keeps the Center for Fertility and Reproductive Endocrinology on the cutting edge, but listening keeps us in touch with what matters the most, **YOU**.

Sincerely,

The Center for Fertility and Reproductive Endocrinology