



Welcome to New England Reproductive Medicine and Surgery!

Where we are dedicated to continually providing you with the best care, in the comfort of a small practice setting.

Our general process to best assess your specific needs/issues/concerns is as follows:

1. Have an initial consultation with Dr. Clark
2. Have imaging done in our office
3. Have lab work done (if needed)
4. Follow up with a discussion about testing results and the options for moving forward
5.
 - A. Follow up with a surgical discussion, if surgery is the chosen pathway
 - B. Follow up with a fertility discussion, if fertility treatment is the chosen pathway
 - C. Follow up with a return visit and/or an ultrasound as determined by you and Dr. Clark, if neither of the above treatment pathways are chosen

Questions To Ask Your Insurance Company - Prior to Your Initial Consultation:

We do our best to understand your insurance as applicable to our services, however, please be advised that it is your responsibility to know and understand your insurance coverage.

The following are some questions to ask your insurance company regarding what you will/may be having done to treat your needs/issues/concerns with us:

1. Do I need a **PCP referral or authorization** for visits with Dr. Clark? Dr. Clark is a specialist, so some insurance plans require authorization to see him unlike what they may or may not require for a general gynecologist.
 - a. Dr. Clark's NPI #: 1467159795
 - b. NERMAS' NPI #: 1700215670
2. Do I have coverage for? (Below are some of the possible testing and treatments that you may receive from our office)
 - a. Sonohysterograms (SHG) and Pelvic Ultrasounds (GYN scan)
 - b. Blood Draws and Labs
 - c. Medications (such as: Lupron, Letrozole, Myfembree, Oriahnn, Orilissa)

*If yes for any of the above:

- **Do I need an authorization for these treatments/services beyond office visits?**
- **Do I have copays on these services in addition to office visit copays?**
- **Do I have deductible that applies to these services?**
- **Do I have a percentage of coinsurance that applies to these services?**

If you & your partner have not already provided a copy of the front and back of your current insurance card(s) and ID(s), please include a copy of each when you return this packet completed (files are accepted in the form of .pdf or .jpeg).

We look forward to helping you achieve your healthcare & well-being goals!

22 West Street, Suite 25 (2nd Floor), Millbury MA 01527

P: (508) 917 – 6720

F: (508) 917 – 6721

E: talktous@nermas.com



Intake Form

Name: _____ Date of birth: _____

Address: _____

Preferred Pharmacy: _____ Address: _____

Primary Care Provider: _____ Referring Provider: _____

Medications/supplements: list name(s) and dosage below, attach additional sheet if necessary.

Allergies: list name(s) and reactions below, attach additional sheet if necessary.

Social History: (select one) Married Partner Single Divorced

Are you safe? Yes No

Who do you live with? _____

What do you do for exercise? _____

What do you do for work? _____

What tobacco/nicotine products do you use? _____

Did you use tobacco/nicotine products in the past? Yes; When? _____ No

Do you drink alcohol? Yes; How often? _____ No

What other drugs do you use? _____

Mental Health History:

Do you/did you experience anxiety?

Yes; What treatments? _____ No

Do you/did you experience depression?

Yes; What treatments? _____ No

Do you/did you experience mood issues?

Yes; What treatments? _____ No

Were you hospitalized for anxiety, depression and/or mood issues? Yes No

Family History:

Mom Alive? Yes No; Age at death: _____

Mom's Medical history: _____

Dad Alive? Yes No; Age at death: _____

Dad's Medical history: _____

Mother's Mother Alive? Yes No; Age at death: _____

Mother's Mother's Medical history: _____



Intake Form

Name: _____ Date of birth: _____

Mother's Father Alive? ____ Yes ____ No; Age at death: ____

Mother's Father's Medical history: _____

Father's Mother Alive? ____ Yes ____ No; Age at death: ____

Father's Mother's Medical history: _____

Father's Father Alive? ____ Yes ____ No; Age at death: ____

Father's Father's Medical history: _____

Sister(s) Alive? ____ Yes ____ No; Age at death: ____

Sister(s) Medical history: _____

Brother(s) Alive? ____ Yes ____ No; Age at death: ____

Brother(s) Medical history: _____

Daughter(s) Alive? ____ Yes ____ No; Age at death: ____

Daughter(s) Medical history: _____

Son(s) Alive? ____ Yes ____ No; Age at death: ____

Son(s) Medical history? _____

Surgical History: attach additional sheet if necessary.

Medical Problems: attach additional sheet if necessary.



Intake Form

Name: _____ Date of birth: _____

Gynecological History:

First period occurred at _____ years old

Date of last period: _____

Cycles are: _____ regular _____ irregular

Cycle length is: _____ 28-30 days _____ >30 days _____ <28 days

Cycle flow is: _____ light _____ heavy

Pain with: _____ periods _____ sex _____ urination _____ BMs _____ other: _____

History of: _____ endometriosis _____ cysts _____ fibroids _____ pelvic inflammatory disease
_____ sexually transmitted infections

Pregnancy, number of: pregnancies _____ living children _____ full term births _____ premature births _____
stillbirths _____ c-section(s) _____ spontaneous miscarriage(s) _____ therapeutic abortion(s) _____

PAP Smear history:

_____ Never had a PAP done (if checked, skip the next 3 questions)

Have you ever had an abnormal PAP?

_____ Yes; When? _____ No

Have you had a PAP within the last 3 years?

_____ Yes; When? _____ No; When? _____

Where did you have your last PAP done? _____



Authorization to Treat

I voluntarily give my permission to the healthcare providers of **New England Reproductive Medicine and Surgery, LLC** and such assistants and other healthcare providers as they may deem necessary to provide medical services to me. I understand by signing this form I am authorizing them to treat me for as long as I seek care from **New England Reproductive Medicine and Surgery, LLC** providers or until I withdraw my authorization in writing.

HIPAA Privacy Policy

I acknowledge that I have read and understand the 'Notice of Privacy Practices' and that **New England Reproductive Medicine and Surgery, LLC** has offered access, via their website at www.nermas.com, to a copy of their 'Notice of Privacy Practices' in compliance with current HIPAA regulations.

Release of Information and Assignment of Benefits

I hereby authorize **New England Reproductive Medicine and Surgery, LLC** to release any information acquired in the course of my examination or treatment to the insurance company or any other party involved in reimbursement for the claim. Additionally, I hereby authorize payment directly to **New England Reproductive Medicine and Surgery, LLC** of the medical and/or surgical benefits, if any, otherwise payable to me for the services as described.

Authorization for Disclosure of Information

Our providers and/or staff may need, from time to time, to contact you. We would likely be contacting you about appointments as well as communicating information with you concerning your healthcare and financial responsibilities. Please provide us with the following information so that we can best interact with you and get our message to you:

Method of contact (check all that you approve) ___ cell ___ home

Preferred Phone Number: _____

If there is someone other than yourself that you would like us to be able to share your healthcare information with, please provide us with their information:

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

If there are healthcare providers that you would like us to be able to share your healthcare information with, please provide us with the following information. (Check all that you approve. If another provider, please provide their name):

___ **Referring** Provider on file ___ **Primary Care** Provider on file ___ **Other** Provider: _____

Authorization of Secure Telemedicine Communication

We are delivering telemedicine services for certain appointments through **doxy.me**™ to continue our dedication to providing exemplary care for our patients. This platform meets the HIPAA requirement of a HIPAA-secured platform and will require that you have access to both email and the internet.

By providing your preferred email address, you are accepting and authorizing this platform as a means of communication and access to **New England Reproductive Medicine and Surgery, LLC services**.

Preferred email address: _____

By signing below, I understand, agree with, and authorize the above five statements.

Printed Name of Patient

Signer's Relationship to Patient, if other than Self

Signature of Patient / Guardian

Date



Financial Policy

- Notification of new insurance (including a copy of the front and back of your new card) must be provided no less than **TWO (2) business days** before a scheduled appointment; otherwise, full self-payment for the appointment will be collected at check-in. This information can be emailed to our general email address: talktous@nermas.com.
- **Estimated copays/deductibles/coinsurance** and **full payment for self-pay services are due prior to or at check-in for all appointments.**
- **Cost Estimates:** will be provided for anything estimated to be due beyond your copay, based on your insurance plan. These will be sent to you prior to your appointment via Square. Should you opt out of email communication (see our email consent on page 8 for more information), please be aware that you are opting out of receiving these prior to your appointment; you will instead be provided with a paper copy at the time you check-in for your appointment.
- **Payment:** is accepted by **card** or **cash**. A \$10 assessment fee is charged for every declined card payment attempt.
- **Account Balances:** payment is **due upon receipt** of your statement - made available on your patient portal and sent electronically via Square, unless you have opted out of email communication (see our email consent on page 8 for more information) then yours will be mailed.
- **Refunds of Overpayments:** are queued for processing upon **your request**, as applicable, and are provided in the form of a paper check.
- Payment for all services, including healthcare forms (i.e. PFMLA or short-term disability), that are not covered by your insurance plan is your responsibility.

Appointment Policy

We make every effort to accommodate you and your needs. We greatly appreciate your cooperation in assisting us to make this a smooth process. The time we have set aside for your appointment is valuable, which is why a system-generated email is sent 24-48 hours prior to your appointment for confirmation. We require you to be on time to your appointment; if not, we will immediately reschedule your appointment.

If you need to cancel or reschedule your appointment, we request that you contact us immediately. There is a \$50 charge for every appointment that you no-show. After two (2) appointments for which you did not notify us in advance, you will be discharged from our practice. Additionally, we understand that there are circumstances that may cause you to be late for your scheduled appointment. If this happens, please contact the office at (508) 917-6720 or talktous@nermas.com.

By signing below, I certify that I have read, fully understand, and agree to the terms of the Financial Policy and the terms of the Appointment Policy.

Printed Name of Patient

Signer's Relationship to Patient, if other than Self

Signature of Patient / Guardian

Date



Illness Protocol Consent

We have created our ILLNESS/COVID-19 protocol based on CDC guidelines and the Massachusetts Department of Health in an effort to keep our patients, providers and staff safe. Please note that this protocol is subject to change.

1. Masks are appreciated, but not required.
2. If you have any symptoms of illness prior to an in-office visit, please contact us immediately as we will advise you on the next steps as they relate to your appointment. We may need to reschedule your upcoming visit.
 - If COVID positive, you are required, per CDC COVID guidelines, to quarantine until symptoms subside. ****PLEASE REFER TO CDC.GOV FOR A FULL LIST OF SYMPTOMS****
 - If COVID negative, but known exposure, please wear a mask for the safety of all patients and/or staff.
3. If you test COVID **positive** prior to any scheduled surgery, it will be rescheduled for at least 14 days from your first negative test. We will advise as to how testing should be done, as needed/as applicable.

Note: If you must bring someone with you to your appointment, our protocol applies to that person as well

If at any point you have questions regarding this protocol, please contact the office:

- Phone: (508) 917 – 6720
- Email: talktous@nermas.com

By signing below, I understand the above, acknowledge receipt of this document, agree to adhere to the protocol as outlined above, and understand that this protocol is subject to change.

Printed Name of Patient

Signer’s Relationship to Patient, if other than Self

Signature of Patient / Guardian

Date



Authorization for E-Mail as a Communication Means

We at New England Reproductive Medicine and Surgery, LLC (hereafter known as NERMAS) respect your right to confidential communications as well as your right to direct how communication occurs. We offer communication via e-mail as a convenience. Since e-mail is inherently not secure, we will only communicate with you via e-mail with your written authorization. This communication could contain information about appointments, financial responsibilities, and care coordination activities. This communication method also includes e-mails NERMAS generates to you via Square and Meditouch/Nextgen. We will limit information sent via e-mail to the minimum necessary.

Acknowledgements

E-Mail Risks: I understand that these e-mails will not be encrypted and the risk of exposure of my health information exists. These e-mails can be inadvertently misdirected by the sender or intentionally intercepted by third parties. NERMAS cannot and does not guarantee the security of these e-mails, nor is it responsible for e-mails that are lost due to technical failure during transmission and/or storage.

Privacy and Confidentiality: I understand that the content of an e-mail may be viewed by any person who has access to my computer/phone. The use of electronic communication means that my confidentiality cannot be guaranteed according to HIPAA regulations.

Ending E-Mail Communication: I understand that I may revoke at any time the authorization thereby ending e-mail communications with NERMAS. The revocation must be in writing via email or by letter notifying NERMAS. The notification to end e-mails will not impact any e-mails that have already been initiated at the time of my notification.

Change in E-Mail Address: I understand that it is my responsibility to notify NERMAS when my e-mail address changes.

Timeframe of E-Mails: I understand that this authorization is valid only while in a treatment relationship with NERMAS.

Purpose of E-Mails: NERMAS does not encourage e-mail for purposes other than routine communication. I understand that if e-mail is chosen to be used in the event of an emergency or an urgent request, contact must also be made via phone to the office.

Check **ONLY ONE** option below:

I confirm I have read and understand the above Acknowledgements and I hereby:

Authorize NERMAS to communicate with me via e-mail to the authorized e-mail address provided:

Decline e-mail messages as a communication means with NERMAS. I understand that by doing so I have also opted out of appointment reminders, paperless statements, and paperless visit summaries/flowsheets.

Printed Name of Patient

Date of Birth

Signature of Patient / Guardian

Date



Fertility Evaluation

A fertility evaluation is usually initiated after 1 year of regular, unprotected intercourse in women under 35 years and after 6 months in women 35 years and older. A couple might not be able to get pregnant because of numerous issues including those of the man, the woman or both, or lack of sperm exposure. When a couple has trouble getting pregnant, providers often test both partners to gather more information. Trying to determine a cause can assist in determining the treatment pathway. However, even with testing, providers oftentimes cannot figure out why.

This means that both the woman and her partner need to be seen in our practice.

Your health history including general health, sexual, and menstrual history will be gathered. Testing will be ordered for you at the conclusion of your visit. You might have one or more of the following:

1. Blood tests - these tests can provide information on certain hormones that play a role in female fertility. They will also screen you for certain infectious diseases that can impact you, your partner, the pregnancy, and your baby. You will need to contact the office on your cycle day 1 as these are timed according to your cycle and will need to be done on day 3.
2. Ultrasound - this testing will allow Brian to assess your uterus and/or tubes as problems with either or both can make getting pregnant more difficult. When you call on day 1, Jane or Donna will schedule this testing.
 - a. Sonohysterogram (SHG) - this is done in the office usually between day 5 and day 12 of your cycle. A small catheter is inserted into the uterus and fluid is infused into the uterine cavity and tubes while a transvaginal ultrasound is being done. This allows for enhanced visualization of the cavity and tubes. It will also provide visualization of the ovaries.
 - b. Pelvic ultrasound - this ultrasound, done in the office, is utilized less frequently than the SHG. It is a transvaginal ultrasound which will provide information on the uterus and ovaries. It, however, does not provide good visualization for examination of the tubes.

There will be a series of appointments booked to follow the completion of your necessary testing as a couple. You will meet with Brian to discuss the results and plan for the next steps. A visit will also be booked with Kristen, Fertility Coordinator, to discuss the process and insurance. This is followed with a plan review and consents to proceed with Brian. This process must be completed before any cycle can be initiated.

If you have any questions on the process or questions in general, please contact the office at (508) 917 – 6720.

Printed Name of Patient

Signature of Patient / Guardian

Date



Partner Intake Form

Name: _____ Date of birth: _____

Address: _____

Primary Care Provider: _____ GYN: _____

Preferred Pharmacy: _____ Address: _____

Partner's Name: _____

Medications/supplements: list name(s) and dosage below, attach additional sheet if necessary.

Allergies: list name(s) and reactions below, attach additional sheet if necessary.

Social History: (select one) _____ Married _____ Partner _____ Single _____ Divorced

Are you safe? _____ Yes _____ No

Who do you live with? _____

What do you do for exercise? _____

What do you do for work? _____

What tobacco/nicotine products do you use? _____

Did you use tobacco/nicotine products in the past? _____ Yes; When? _____ No

Do you drink alcohol? _____ Yes; How often? _____ No

What other drugs do you use? _____

Mental Health History:

Do you/did you experience anxiety?

_____ Yes; What treatments? _____ No

Do you/did you experience depression?

_____ Yes; What treatments? _____ No

Do you/did you experience mood issues?

_____ Yes; What treatments? _____ No

Were you hospitalized for anxiety, depression and/or mood issues? _____ Yes _____ No

Family History:

Mom Alive? _____ Yes _____ No; Age at death: _____

Mom's Medical history: _____

Dad Alive? _____ Yes _____ No; Age at death: _____

Dad's Medical history: _____

Mother's Mother Alive? _____ Yes _____ No; Age at death: _____

Mother's Mother's Medical history: _____



Partner Intake Form

Name: _____ Date of birth: _____

Mother's Father Alive? ____ Yes ____ No; Age at death: ____

Mother's Father's Medical history: _____

Father's Mother Alive? ____ Yes ____ No; Age at death: ____

Father's Mother's Medical history: _____

Father's Father Alive? ____ Yes ____ No; Age at death: ____

Father's Father's Medical history: _____

Sister(s) Alive? ____ Yes ____ No; Age at death: ____

Sister(s) Medical history: _____

Brother(s) Alive? ____ Yes ____ No; Age at death: ____

Brother(s) Medical history: _____

Daughter(s) Alive? ____ Yes ____ No; Age at death: ____

Daughter(s) Medical history: _____

Son(s) Alive? ____ Yes ____ No; Age at death: ____

Son(s) Medical history? _____

Surgical History: attach additional sheet if necessary.

Medical Problems: attach additional sheet if necessary.



Partner Intake Form

Name: _____ Date of birth: _____

Gynecological History:

First period occurred at _____ years old

Date of last period: _____

Cycles are: _____ regular _____ irregular

Cycle length is: _____ 28-30 days _____ >30 days _____ <28 days

Cycle flow is: _____ light _____ heavy

Pain with: _____ periods _____ sex _____ urination _____ BMs _____ other: _____

History of: _____ endometriosis _____ cysts _____ fibroids _____ pelvic inflammatory disease
_____ sexually transmitted infections

Pregnancy, number of: pregnancies _____ living children _____ full term births _____ premature births _____
stillbirths _____ c-section(s) _____ spontaneous miscarriage(s) _____ therapeutic abortion(s) _____

PAP Smear history:

_____ Never had a PAP done (if checked, skip the next 3 questions)

Have you ever had an abnormal PAP?

_____ Yes; When? _____ No

Have you had a PAP within the last 3 years?

_____ Yes; When? _____ No; When? _____

Where did you have your last PAP done? _____



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Release of Information and Assignment of Benefits

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By signing below, I understand, agree with, and authorize the above five statements.

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Signature of Patient / Guardian

Date



Financial Policy

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- **Estimated copays/deductibles/coinsurance** and **full payment for self-pay services are due prior to or at check-in for all appointments.**
- **Cost Estimates:** will be provided for anything estimated to be due beyond your copay, based on your insurance plan. These will be sent to you prior to your appointment via Square. Should you opt out of email communication (see our email consent on page 8 for more information), please be aware that you are opting out of receiving these prior to your appointment; you will instead be provided with a paper copy at the time you check-in for your appointment.
- **Payment:** is accepted by **card** or **cash**. A \$10 assessment fee is charged for every declined card payment attempt.
- **Account Balances:** payment is **due upon receipt** of your statement - made available on your patient portal and sent electronically via Square, unless you have opted out of email communication (see our email consent on page 8 for more information) then yours will be mailed.
- **Refunds of Overpayments:** are queued for processing upon **your request**, as applicable, and are provided in the form of a paper check.
- Payment for all services, including healthcare forms (i.e. PFMLA or short-term disability), that are not covered by your insurance plan is your responsibility.

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- 4. Masks are appreciated, but not required.
- 5. If you have any symptoms of illness prior to an in-office visit, please contact us immediately as we will advise you on the next steps as they relate to your appointment. We may need to reschedule your upcoming visit.
 - If COVID positive, you are required, per CDC COVID guidelines, to quarantine until symptoms subside. ****PLEASE REFER TO CDC.GOV FOR A FULL LIST OF SYMPTOMS****
 - If COVID negative, but known exposure, please wear a mask for the safety of all patients and/or staff.
- 6. If you test COVID **positive** prior to any scheduled surgery, it will be rescheduled for at least 14 days from your first negative test. We will advise as to how testing should be done, as needed/as applicable.

Note: If you must bring someone with you to your appointment, our protocol applies to that person as well

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Authorization for E-Mail as a Communication Means

We at New England Reproductive Medicine and Surgery, LLC (hereafter known as NERMAS) respect your right to confidential communications as well as your right to direct how communication occurs. We offer communication via e-mail as a convenience. Since e-mail is inherently not secure, we will only communicate with you via e-mail with your written authorization. This communication could contain information about appointments, financial responsibilities, and care coordination activities. This communication method also includes e-mails NERMAS generates to you via Square and Meditouch/Nextgen. We will limit information sent via e-mail to the minimum necessary.

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Change in E-Mail Address: I understand that it is my responsibility to notify NERMAS when my e-mail address changes.

Timeframe of E-Mails: I understand that this authorization is valid only while in a treatment relationship with NERMAS.

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Check **ONLY ONE** option below:

I confirm I have read and understand the above Acknowledgements and I hereby:

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Printed Name of Patient

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Fertility Evaluation

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This means that both the woman and her partner need to be seen in our practice.

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- 3. Blood tests - these tests can provide information on certain hormones that play a role in female fertility. They will also screen you for certain infectious diseases that can impact you, your partner, the pregnancy, and your baby. You will need to contact the office on your cycle day 1 as these are timed according to your cycle and will need to be done on day 3.
- 4. Ultrasound - this testing will allow Brian to assess your uterus and/or tubes as problems with either or both can make getting pregnant more difficult. When you call on day 1, Jane or Donna will schedule this testing.
 - c. Sonohysterogram (SHG) - this is done in the office usually between day 5 and day 12 of your cycle. A small catheter is inserted into the uterus and fluid is infused into the uterine cavity and tubes while a transvaginal ultrasound is being done. This allows for enhanced visualization of the cavity and tubes. It will also provide visualization of the ovaries.
 - d. Pelvic ultrasound - this ultrasound, done in the office, is utilized less frequently than the SHG. It is a transvaginal ultrasound which will provide information on the uterus and ovaries. It, however, does not provide good visualization for examination of the tubes.

There will be a series of appointments booked to follow the completion of your necessary testing as a couple. You will meet with Brian to discuss the results and plan for the next steps. A visit will also be booked with Kristen, Fertility Coordinator, to discuss the process and insurance. This is followed with a plan review and consents to proceed with Brian. This process must be completed before any cycle can be initiated.

If you have any questions on the process or questions in general, please contact the office at (508) 917 – 6720.

Printed Name of Patient

Signature of Patient / Guardian

Date