

Dear New Patient,

Welcome, and thank you for choosing the Palo Alto Medical Foundation for your reproductive health care needs. Our goal is to make your first visit as pleasant and informative as possible.

We understand the sensitive nature of your visit and respect your time and privacy. For these reasons, we ask that you complete the Health Questionnaire, New Patient Registration, and the Authorization for use and Disclosure of Health Information (AOHI) forms at least **one week prior to your first visit**. If you are going through treatment with a partner, your partner will need to complete a Health Questionnaire as well. All forms can also be accessed online via:

<https://www.sutterhealth.org/pamf/services/fertility/appointments-pamf>. The Health Questionnaires and Registration forms can be completed and submitted online, however, the AOHI form requires a physical signature. Please complete and sign the AOHI before returning it to our office.

Alternatively, you can return all forms to us via email: [PAMFFertilityNPC@sutterhealth.org](mailto:PAMFFertilityNPC@sutterhealth.org), or through our confidential fax number: 408-355-1754.

If you are unable to complete and return these forms 7 (seven) days prior to your visit your appointment may need to rescheduled.

If you have been seen at another facility for infertility treatment, it is very important to provide us with your records before your initial visit. Since this can take several weeks, please complete the Authorization for Release of Medical Records form, available via our webpage, <https://www.sutterhealth.org/pamf/services/fertility/appointments-pamf> and send directly to previous physician offices. The quality of your visit is enhanced when we have the ability to review the health records prior to your visit, especially if you have an extensive gynecological and /or medical history. This applies to both patient and partner.

Prior to your visit a member of our Financial Navigator team will contact you to provide information about your specific insurance coverage and fertility benefits.

We invite you to take this opportunity to sign up for My Health Online at <https://myhealthonline.sutterhealth.org/mho/>. This service is complimentary and allows you to email your care team, check your lab results, and receive messages from our nurses and doctors on a secure website.

We are here to answer your questions, and look forward to partnering with you in your fertility care.

Sincerely,

Mary E. Abusief, M.D., FACOG  
Anthony Dobson, M.D., Ph.D.  
Max Ezzati, M.D., FACOG  
Sanaz, Keyhan, M.D., FACOG  
Alex H. Kim, M.D., FACOG  
Ijeoma Okeigwe, M.D.