



IVF CYCLE CHECKLIST

****IMPORTANT: ALL ITEMS MUST BE COMPLETED PRIOR TO STARTING YOUR IVF CYCLE ****

****IT IS YOUR RESPONSIBILITY TO COMPLETE ALL OF THE STEPS ON THIS CHECKLIST****

- ✓ **Financial Considerations:**
 - **Self-pay?** - Payment for your IVF cycle must be made *in full* before you start treatment. This DOES NOT include your medications.
 - **Insurance coverage?** An authorization must be obtained from your insurance company and co-insurance payment will be collected by financial counselor – authorization could take anywhere from 1 – 15 business days.
- ✓ **Consents: ALL consents must be signed prior to ordering medications!**
 - Consents are issued through DocuSign and require a signature from both you and your partner (if applicable).
 - COVID-19 Consent
 - IVF Consent for IVF ICSI, AH, and Cryo
 - Consent to Thaw and Transfer Cryopreserved Embryos
 - Consent for Embryo Biopsy, *only if you are genetically testing embryos*
- ✓ **Medications:**
 - **Self-pay?** – Meds will be ordered through Village Pharmacy (877-595-2400) and shipped directly to you. Once BIVF orders, *YOU WILL NEED TO CALL TO SET UP SHIPPING AND PAYMENT.*
 - **Insurance coverage?** Meds will be ordered from the specialty pharmacy dictated by your insurance.
 - It is your responsibility to call the pharmacy to set up shipping **AND** determine if a prior authorization is needed.
 - If a prior authorization is needed, **CALL AND NOTIFY BIVF STAFF** – obtaining a prior authorization can take 3-5 business days, sometimes longer.
- ✓ **Cycle Education:**
 - Your IVF Cycle education is located on the BIVF website at: <https://www.deaconess.com/The-Womens-Hospital/Services/Fertility-Care>
 - Please navigate to “Fertility Resources” to view your **IMPORTANT** IVF information and anesthesia instructions for your egg retrieval.
- ✓ **Injection training:** Done through on-line learning modules that will be assigned to you. You will receive an e-mail from EngagedMD and follow the instructions to watch the videos assigned. For additional training videos, please visit: <http://freedommedteach.com/eng/>
- ✓ **TO PLAN YOUR IVF CYCLE: CALL THE OFFICE WITH THE FIRST DAY OF YOUR FULL FLOW PERIOD ONCE YOU HAVE COMPLETED THIS CHECKLIST AND RECEIVED YOUR MEDICATIONS.**
 - **Cycle Calendar:** A cycle calendar with dates and medication details will be provided once you call with cycle day one. *You must have received your medication shipment in order to review dates.* A short course of birth control pills may be needed prior to starting your injections.

PLEASE USE THE RESOURCES PROVIDED TO YOU!! We want you to have a successful cycle – The information that you have been given outlines the process and answers questions that may arise. Your cycle will be easier and less stressful if you have familiarized yourself with the material! 😊