



**BOSTONIVF**  
at The Women's Hospital

## RELATIONS CYCLE CHECKLIST

**\*\*ALL items must be completed prior to starting your IUI cycle\*\***

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

- ✓ **Financial Considerations:**
  - **Self-pay?** - Payment for your relations cycle must be made *in full* before you start treatment. This DOES NOT include your medications.
  - **Insurance coverage?** An authorization, if needed, must be obtained from your insurance company. Authorization could take anywhere from 1 – 15 business days. Co-insurance payment will be collected by financial counselor
- ✓ **Consents: ALL consents must be signed prior to ordering medications!**
  - Consents will be assigned to you through DocuSign.
    - COVID-19 Consent
- ✓ **Medications:**
  - **Self-pay?** – Meds will be ordered through either a local pharmacy or a fertility specialty pharmacy, depending on your treatment plan. If you require meds from a specialty pharmacy, they 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 through either a local pharmacy or a fertility specialty pharmacy, depending on your treatment plan. The specialty pharmacy (if needed) will be dictated by your insurance. We will provide you with the specialty pharmacy contact information once your meds are ordered.
    - It is your responsibility to call the specialty 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.
- ✓ **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/>

**ONCE YOU HAVE COMPLETED YOUR RELATIONS CHECKLIST**, call the office with cycle day one to plan your cycle!

**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! 😊