

Important Information

Please carefully read the important matters in this checklist. Once you have read and understood it, please enter a check-mark (✓) in each partner's box and sign. If you have any questions, please contact us before submitting this document. If the male partner is absent on the day of your first visit, please be sure to bring this form on your next visit. If you forget it next time, you will not be able to receive any medical treatment for that day. If you think you may forget it on your next visit, you can send this completed document by mail. (Address: Hara Medical Clinic Reception, 5-8-10 Sendagaya, Shibuya-ku, Tokyo 151-0051)

About Appointments

^M ^F **Appointments can be made for any desired date.** You can make appointments for any day other than the date specified by your doctor.

^M ^F **Appointments are available until midnight of the day before** However, appointments for the third day of the egg retrieval cycle or embryo transfer cycle can be made same-day, so please call during consultation hours. In addition, for some appointments will be closed 3 days in advance, so please make an appointment early.

^M ^F **If the appointment is not possible because the appointment system is full.** The appointment cannot be made if the online appointment system is full even on the doctor's recommended date, so please make an appointment on the nearest day among the available appointment days.

At the Clinic

^M ^F **Please check in by the reserved time.** Only [Consultation] and [Consultation for Timed Intercourse/Artificial Insemination Cycle] can be visited within 30 minutes from the appointment time.

^M ^F **Your health insurance card will be verified monthly on the touch panel at check-in.** If your health insurance card changes - even in the middle of the month – please be sure to inform the reception.

^M ^F **Those who want to go out while waiting:** If you have a long wait time for an examination or treatment, you may wish to leave the clinic while waiting. To do so, insert your registration card into the card reader and tap [Those who go out]. When you return, insert the registration card into the card reader again and touch [Finish].

^M ^F **If you forgot to submit your insurance card at the first visit** If you do not submit each spouse's insurance card within 7 days of your first visit, you will not be able to check in until you present it. You can send a scan or photo by email to ask@haramedical.or.jp or fax (03-3226-7505).

^M ^F **Even if the online appointment system is full,** appointments can be made over the phone for:

- Egg collection cycle (appointment up to your egg collection date);
- Embryo transfer cycle (appointment up to your embryo transfer date);
- Follicle check for timed intercourse or artificial insemination;
- For urgent physical conditions such as abdominal pain or bleeding, or allergic reaction caused by medicine

^M ^F **Appointments for specialist services,** such as Implantation Failure and Male Infertility, are available as the patient's wishes. There is no need for a doctor's referral.

^M ^F **About waiting time:** There will be (1) wait time from your arrival at the clinic to the start of your examination, (2) wait time for treatment after the examination, and (3) wait time for payment after payment request is made.

^M ^F **Insurance-covered treatments at your own expense while switching your health insurance card.** If you are switching your health insurance card, all payments due for insurance-covered treatments for that day will be at your own expense unless you submit a company-issued insurance switching certificate. After the switch is completed, we cannot change past payments from your own payment to insurance. Please contact the insurance association yourself for any changes.

^M ^F **If you have any questions * Additional request for accounting**

In addition to 10-minute consultations with nurses, subsidy application / supplement prescription, etc., requests for review of the payment amount should be made through the check-in machine on the touch panel.

^M ^F **After the examination,** make a payment request at the check-in machine. After all the examinations and treatments are completed, please touch [Payment Request] at the check-in machine. Upon this request, the calculation of medical expenses will start.

M F **When your check out is ready**, you will see your registration number on the monitor. An email will also be sent. Please be sure to check this email before using the automatic payment machine.

M F **Contact by email:** Our clinic uses e-mail to contact our patients. In addition to the various appointment details during

Testing

M F **About Required Tests for Men:** Tests for the male partner must be completed within one month of your first visit. Even if semen analysis has already been done at another facility, due to differing standards as well as differences in testing equipment, your specimen must be examined at our clinic. If the semen analysis has not yet been performed, appointments for artificial insemination, in vitro fertilization, and sperm freezing will be canceled. If infectious disease test have been completed within a year at another clinic, you may submit

Website

M F **Notice of closure:** Check our website or official LINE account for notice of closure; such information is not posted in the clinic.

M F **Print the consent form** and documents required for treatment from our website, posed in the [For those who are visiting the clinic] page. The staff of this clinic will hand you the necessary documents for treatment each time, but for sperm

Other Concerns

M F **Refunds:** It is not possible to refund the cost of medicine after it is dispensed, nor can completed tests be refunded. In addition, the medicine cannot be returned after prescription. Please keep the medicines you did not use, and let us know. You may be able to use them for your next treatment cycle.

M F **Notice on adhering to Treatment:** If the patient ignores the treatment plan, misses an appointment without notice, or harasses the staff, we will refuse the subsequent medical treatment.

your visit, we also provide important notifications such as system and price changes, disaster notifications, and more. Therefore, please register your email address and let us know if you change it. Since the sender domain is "@ atlink.jp", so please also set your spam filter policy accordingly. Email registration is optional, but if you do not register, you acknowledge that you may not be contacted by the clinic.

the result form with the testing date and the name of the facility.

M F **About Optional Tests:** Please let us know if you have a desired test. The doctor will inform you of the optimal tests, but we will instruct you on the minimum necessary tests, because the number of visits and costs are taken into consideration on your behalf. Our clinic prepares the latest tests, so even those that are not required by a doctor can be performed if desired.

freezing, the patient should download it from the website and prepare it before visiting.

M F **Check our website if you want to know details of tests or treatments:** Please see the [Test/ Treatment] and [Test Details] page on the website. If you want to know more details about treatment, check our website. Treatment explanations, costs, side effects, timeframes, etc. are posted there.

M F **About jurisdiction:** The Tokyo District Court shall be the court of first instance with jurisdiction over disputes regarding medical treatment contracts and related contracts with this clinic.

M F **Information Privacy:** The collected personal information will be used for medical services and management and operation work. In managing personal information, we will endeavor to take necessary and appropriate measures for the prevention and correction of leakage, loss, and damage, and other safety management.

Wife's Signature:	Husband's Signature:
Wife's Registration Number:	
Date:	year/ month/ day

Please make a copy after filling in and before submitting, and keep it for yourself as a copy. Please submit this document to the reception.