



## Checklist for registration with the IVF fund

for patients with Austrian insurance / EU – nationals / excluding Opting Out Insurance

Dear couple,

1) For the registration with the IVF fund we need the following documents prior to the first ultrasound. You can personally hand them in or send them via post or mail:

- **Informed consent** (contract signed by both partners) for the treatment with in-vitro fertilization (IVF/ICSI)  
(last page as scan/copy is sufficient for the registration - the complete IVF/ICSI contract as an original copy has to be handed in at the latest on the day of the ovum pick-up!)
- **Passports** of both partners (scan / copy)
- **Marriage certificate** (scan / copy) or **notary deed** for existing cohabitation/ partnership or for the usage of donor sperm (original copy)
- **A current Austrian certificate of registration** (scan / copy): For every fund registration from 01.10.2018 onward at least one partner has to have primary residence in Austria (issue date cannot be older than 4 weeks). For all the following registrations we don't need a new certificate of registration, except for changes in address or interruption of treatment for longer than 12 months.



You can obtain your certificate of registration:

- \*in person at town hall, in Vienna: municipal district office (photo ID)  
Cost: € 3.- IMPORTANT: list „government agency or insurance“ as reference  
otherwise additional costs of €14,30.- will be charged
- \*online (with handy signature) Cost: € 3.-  
<https://www.help.gv.at/Portal.Node/hlpd/public/content/118/Seite.1180300.html>  
<http://www.bmi.gv.at/413/Buergerinnen/start.aspx#bestaetigung>



- **Proof of insurance:** Please provide your social security number
- **Proof of medical indication** (at least one point has to be fulfilled!)
  - Proof of closed or inadequate functioning of the fallopian tubes
  - Operational report or histology in the case of endometriosis
  - Medical report of existing PCO-syndrome  
1 spermiogram (not older than 2 years if one of the above indications exists)  
or
  - 2 spermiograms in cases of pathospermia (4 weeks minimum distance, not older than 2 years)

**Every attempt has to be registered and completed INDIVIDUALLY.**

**For EACH attempt / following attempt we need**

- an individual, signed IVF contract
- valid notary deed
- valid certificate of registration



At the starting date of every attempt the female partner **mustn't be older than 40 years** (effective date = 40<sup>th</sup> birthday) and the male / female partner **mustn't be older than 50 years** (effective date = 50<sup>th</sup> birthday). The ongoing treatment can be finished with the financial support of the IVF fund **within 3 months** if one of both partners reaches the age limit during the attempt. After that a further attempt with the support of the IVF fund is not possible!

We want to point out that the treatment **MUST be COMPLETED** (= date of the embryo transfer) **within 6 months** after the IVF fund registration. This means that you have to start the stimulation not later than 5 months after the registration with the IVF fund.

As soon as the deadline has expired your registration will be cancelled and you will be charged with the rate for a cancellation before ovum pick-up.

2) We can only sign you up for the IVF fund if all the documents are fully available. If documents are still missing your treatment will be delayed!

3) After registration for the IVF fund you will **receive the payment bill with the 30% deductible** via mail. You will find the amount (depending on age and treatment form) noted in the informed consent. Should you not receive an IVF fund confirmation including a payment bill within approximately 2 weeks of handing in the complete documents please inform our office team.

4) As soon as the deductible has been paid the IVF fund registration is complete and you can start the treatment by requesting the necessary medication from our clinic.

For organizational questions regarding the IVF fund as well as the registration please contact our office team **T +43 1 934 69 79**, or [office@kinderwunschzentrum.at](mailto:office@kinderwunschzentrum.at).

For questions regarding insurance, claim assertions and similar please contact Mrs. Mag. Hager-Ruhs in the federal ministry of health under the telephone number **T +43 1 711 00**.

Thank you for your help and all the best for your upcoming Fertility Journey!

Kind regards,  
your team at the Kinderwunschzentrum