

# LIVESTRONG<sup>®</sup> *fertility*

## Program Manual

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## Your Invitation

LIVESTRONG would like to invite you to participate in our financial assistance program (the Program) aiming to expand the options that newly diagnosed cancer patients have for preserving fertility and plan for a family after cancer treatment.

Of the individuals who are diagnosed with cancer each year, approximately 150,000 of them are in their reproductive years (0-45). These individuals share the right to timely and thorough information about cancer-related fertility. The financial burden placed on these patients to pay for cancer treatment and preservation services is high and the goal of LIVESTRONG Fertility is to increase awareness of fertility preservation options and reduce the financial barrier to accessing these services.

This Manual was created to provide information about the program and how it works. We hope you consider joining us in these efforts!

### I. LIVESTRONG Fertility for Women: An Overview

As a participating fertility center you will complete an agreement and indicate a reduced fee for embryo and/or egg freezing that you will honor for all patients who are approved for financial assistance. This reduced fee must be at least 25% less than your normal charges OR no more than \$5500 for the outlined services in your agreement.

Once the agreement is executed, we will add you to our internal database of participating centers. Patients interested in receiving the reduced fee as well as donated medications for egg or embryo freezing will apply directly to LIVESTRONG for consideration. LIVESTRONG will review all applications and make a decision regarding eligibility based on a defined set of health and financial criteria outlined in the patient application.

The program has two components. The first is the discounted fee for fertility preservation that the patient receives from your center. The patient is responsible for paying this discounted fee in full to your clinic per your payment schedule. LIVESTRONG does not cover or supplement the cost of fertility preservation procedures.

The second component is a limited quantity of medication donated at no cost to the patient by EMD Serono, Inc. The medications that are available from EMD Serono, Inc. can be found on the Reproductive Endocrinologist Certification Form (part of the LIVESTRONG Fertility for Women application). Once the patient is approved, the medication will be sent directly to the patient by a pharmacy chosen by EMD Serono, Inc. (the "Pharmacy"). The drugs are sent by overnight mail and will arrive in 1 to 2 business days after approval. Program approvals and medication shipments are not provided on the weekends. Only the medication listed on the Reproductive Endocrinologist Certification Form can be ordered and only the maximum amount per patient listed on the form is available from EMD Serono, Inc. If a patient needs more than is allocated by the program or a different medication than what is offered, she will need to purchase the medication on her own.

After all completed forms are received from the patient and her doctors, LIVESTRONG will review the application within 1 to 2 business days. When a decision has been reached, LIVESTRONG will contact the patient directly and send you a fax or email alerting you to our decision.

LIVESTRONG administers the program, vets applications and maintains strategic partnerships that reduce the cost of egg and/or embryo freezing for women with cancer. LIVESTRONG does not provide any money to the patient or to the participating centers. The program runs on the generous participation of our partners and the patient is responsible for paying the discounted rate to you directly.

## II. The Patient Application Process

The LIVESTRONG Fertility for Women application (for patients) can be downloaded from our website: <http://www.livestrong.org/we-can-help/fertility/>. Please review and familiarize yourself with the application and the eligibility criteria. A completed application must be submitted via mail, fax or email to:

LIVESTRONG Foundation  
Attn: LIVESTRONG Fertility  
2201 E. 6<sup>th</sup> Street  
Austin, Texas 78702  
Fax: 512.309.5515  
Phone: 855.220.7777  
Email: [cancer.navigation@livestrong.org](mailto:cancer.navigation@livestrong.org)

The application consists of four parts:

1. Patient Authorization & Consent Form – to be completed and signed by the patient and/or patient's parent or guardian if under age 18;
2. Oncologist Referral & Certification Form – to be completed and signed by her oncologist;
3. Reproductive Endocrinologist Certification Form – to be completed and signed by her reproductive endocrinologist;
4. The patient's or patient's parent's/guardian's most recently submitted 1040 Federal Tax Return form. We look at adjusted gross income to determine financial eligibility. We cannot accept a W-2 form.

Once the application is complete, every attempt is made to have a decision within 1 to 2 business days. If the application is approved, we will fax or email you a copy of the approval letter. We will also contact the patient and her oncologist. We will immediately alert the Pharmacy of the patient's approval and provide them with the shipment information for the donated medication. Please note that all four parts of the application must be received by LIVESTRONG before the application can be approved.

Sending in the Reproductive Endocrinologist Certification Form with the drug request filled out does not guarantee that the medication is on its way to the patient. The patient must also fill out her portion of the form, locate her tax information, and ask her oncologist to complete his or her form and send the information to LIVESTRONG before the application can be approved (if they meet the qualifications) and the medication can be sent.

### III. How the Donated Drugs are Shipped

Medication is sent directly from the Pharmacy to the patient by overnight mail. The package will be sent to the patient address listed on the Reproductive Endocrinologist form. A signature will be not required for the package to be delivered.

### IV. LIVESTRONG Fertility for Women FAQ

#### What the Program Offers

Q. How does LIVESTRONG Fertility help patients?

*A. The program has two components: a discounted fee from the participating fertility center and donated medication from EMD Serono, Inc. The approved patient receives both the reduced fee for fertility preservation and the donated medications.*

Q. Which procedures does the program cover?

*A. The program is only for fertility preservation and helps with the cost of egg or embryo freezing. The reduced fee covers all procedures from the initial consultation up to the point of freezing that are outlined in your Agreement. Costs that are not included are the patient's responsibility and are in addition to the reduced fee. The program does not cover the costs of fertilization of frozen eggs, transfer of frozen embryos or anything else related to implantation or pregnancy.*

#### Reduced Fee vs. Funding

Q. Does LIVESTRONG provide funding or grant money directly to the patient?

*A. The financial assistance program works to provide access to reduced cost fertility preservation services; the fertility center reduces its fees for approved patients. **There is NO exchange of funds between LIVESTRONG and the patient.** Approved patients are responsible for paying the reduced fee directly to the participating fertility center.*

Q. Does LIVESTRONG pay the reduced fee to the participating clinics?

*A. The financial assistance program works to provide access to reduced fee fertility preservation services and donated fertility medications. LIVESTRONG administers the program, vets applications, and maintains strategic partnerships that reduce the cost of fertility preservation. **There is NO exchange of funds between LIVESTRONG and the participating center.** Approved patients are responsible for paying the reduced fee directly to the participating fertility center.*

#### Reimbursement

Q. Can a patient be reimbursed for the cost of egg or embryo freezing if she underwent these procedures prior to applying for the program?

*A. If a patient froze her eggs or embryos through a participating center, it is up to the center to decide if they will offer any reimbursement. LIVESTRONG will process the application but does*

*not guarantee that the center will provide reimbursement. The patient must negotiate that herself. LIVESTRONG and EMD Serono, Inc. will not be able to provide any reimbursement to patients for the cost of any medications if purchased ahead of time on their own.*

Q. What if a patient has to freeze eggs or embryos immediately and cannot complete the application in time?

*A. It is up to the participating fertility center as to whether they will honor the reduced fee before receiving approval notification from LIVESTRONG. LIVESTRONG cannot guarantee that the patient will meet the eligibility criteria until all of the application paperwork is complete.*

## **Payment**

Q. How does the patient pay for fertility preservation?

*A. Payment is handled by participating centers, not LIVESTRONG. The approved patient agrees to pay the reduced fee for egg and/or embryo freezing and associated costs directly to the participating fertility center.*

## **The Application Process**

Q. How long does it take to process the application?

*A. Once all parts of the application have been submitted, every attempt will be made to review the application within 1 to 2 business days. Please note that the application will not be approved until all pages of the application and the patient's tax information have been received and the patient meets the eligibility criteria. Sending the drug request form does not ensure that the medication will be sent out; we need to receive the complete application from the patient before a decision can be made and the drugs ordered. Once we receive at least one completed form of the application, we do make contact with the patient to alert them to what forms are necessary to approve the application. We continue to reach out to patients frequently to communicate the status of their application.*

## **Fertility Medications**

Q. How long does it take for EMD Serono, Inc. to send the medications through the Pharmacy?

*A. EMD Serono, Inc. and the Pharmacy will process the medication order as quickly as possible. Once the order is processed, the medication will be shipped by overnight mail (orders placed on a Friday will be sent out on Monday). There is no guarantee date on the arrival of the medications. A signature will not be required for the package to be delivered.*

Q. To whom are the EMD Serono, Inc. medications shipped?

*A. The Pharmacy will ship the medications to the address listed in the Patient Section of the Reproductive Endocrinologist Certification Form.*

Q. Does the program provide medications not listed on the Reproductive Endocrinologist Certification Form?

*A. The only medications covered through the program are listed on the application form and the amount per patient is limited to the quantity listed on the form. The purchase of any EMD Serono medications exceeding this per patient quantity or of any other medications is the responsibility of the patient.*

## **Eligibility**

Q. If a patient already started chemotherapy or other cancer treatment, can she still preserve her fertility?

*A. This is a decision to be made by the patient under the advisement of her reproductive endocrinologist and oncologist. Most likely, the medical team will not advise a patient to freeze her eggs/embryos if she has already started certain cancer treatments. This is a question that the patient should discuss with her doctors.*

Q. If a patient is post-treatment but at risk for premature ovarian failure/early menopause and needs to preserve eggs/embryos, is she eligible?

*A: Please direct patients that fall into this category to contact **LIVESTRONG** Navigation Services directly at 1-855-220-7777 to get connected to programs that can assist them.*

## **Tax Forms**

Q. Which tax form is needed? Can the patient send her W-2 form?

*A. The applicant should provide her 1040 U.S. Individual Tax Return form from the last tax year. The W-2 form cannot be accepted because it does not show adjusted gross income.*

Q. What if the patient did not file taxes that year?

*A. If a patient did not file taxes during the most recent year; she must call **LIVESTRONG** at 855-220-7777 to determine the most appropriate next steps to take to verify income.*

Q. This past tax year, the patient's income was higher than the eligibility criteria but in other years her income was lower. Can she be considered for the program?

*A. **LIVESTRONG** can base income eligibility on the patient's adjusted gross income from the previous tax year OR the average of her adjusted gross income over the last three years. If the patient only qualifies based on her average three year gross income, she must supply copies of federal tax returns for those three years.*

Q. If a patient is under 18, whose tax forms are needed?

*A. The submitted tax forms should be for the parent/guardian of the patient. Income eligibility is based upon the parent's/guardian's adjusted gross income.*

Q. If a patient is over 18 and claimed as a dependant by her parent/guardian, whose tax forms are needed?

*A. If the patient qualifies financially based on her parent's/guardian's adjusted gross income from the most recent tax year OR average of the 3 most recent tax years, the*

*parent's/guardian's tax information can be used.*

*If the patient does not qualify financially based on her parent's/guardian's grossed income, the patient can send in a tax return transcript or letter of non-filing that will state that she did not file taxes independently.*

## **Participating Centers**

Q. What is the discounted rate that participating centers must provide?

*A. In order to ensure that applicants are receiving fair rates, we recommend that all participating centers offer at the minimum a 25% discount off their normal rates for outlined services OR a maximum cost of \$5500 for their outlined services. Please contact LIVESTRONG if you have questions or concerns about this guideline.*

Q. What if a patient wants to participate in the program but her reproductive endocrinologist is not from a participating center?

*A. New centers are always welcome to join the program. An agreement can be sent to the patient's chosen center to enroll the center in the program. However, a patient cannot go through the program until a signed agreement is received from the center.*

Q. How does a patient know which centers are participating in the program?

*A. Call LIVESTRONG at 1-855-220-7777 to receive the most up to date listing of participating centers.*

## **Split Cycle between Centers**

Q. Can a patient split her egg or embryo freezing cycle between two centers?

*A. LIVESTRONG staff will not facilitate a split cycle between two centers. A patient can facilitate a split cycle on her own. The patients are only eligible for one approval for discounted services at one facility.*

## **LIVESTRONG Fertility Agreement**

Q. Who at LIVESTRONG administers the program?

*A. LIVESTRONG Cancer Navigation Services provide one-on-one support to anyone affected by cancer. Navigation staff members administer the services provided by LIVESTRONG Fertility. All patient questions or questions related to the status of an application should be directed to 855-220-7777 or emailed to [cancer.navigation@livestrong.org](mailto:cancer.navigation@livestrong.org).*

All questions related to participating center agreements should be directed to Ashley Koenings at 512-279-8363 or emailed to [ashley.koenings@livestrong.org](mailto:ashley.koenings@livestrong.org).