



OPTIONAL ADMINISTRATIVE SERVICES FEE POLICY OVERVIEW

Each day we strive to exceed the expectations of you, our valued patients, through excellent medical care and exceptional service. To assist us in achieving our goal of exceptional service, we have adopted an Administrative Service Fee Policy.

Our Administrative Services Fee is an **optional** annual flat fee of \$ 50.00. The fee covers all expenses related to Administrative Services, as listed below, for a **ONE** year period. The fee is per patient, must be paid at the time this form is signed and is not billable to your insurance carrier. However, patients with a flexible spending account may seek reimbursement from their employer as allowed.

Patients who opt **not** to pay the **optional** annual Administrative Services Fee will be charged for services as requested. Fees for services requested must be paid in advance and are not billable to your insurance carrier.

Administrative Services Listing

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| 1. Employee completed forms (allow 72 hours for completion) | \$35.00 per form |
| a. FMLA forms | |
| b. Disability forms | |
| c. Workers Compensations forms | |
| d. Other forms requiring manual completion | |
| 2. Computer generated forms | \$15.00 per form |
| a. Flexible spending account statements/claim forms | |
| b. Patient account print-outs | |
| c. Payment histories | |
| d. Paid in full statements | |
| e. Insurance appeal letters | |
| 3. Copying of faxing of medical records
(Except to treating physicians and insurance carriers, please allow 72 hours for completion). | \$35.00 per incident |

_____ I elect to participate in Administrative Service Fee annual flat rate program.

_____ I elect **not** to participate in Administrative Service Fee annual flat rate program. I will pay for Administrative Services on an as needed basis at the fees listed above.

Patient or Legal Guardian Signature

Date