

Policy regarding Forms and Additional Services

Dear Patients, Parents and Caregivers,

There are some services such as filling out of school forms may seem insignificant when provided one time. However, when combined the service done by the staff can amount to hundreds and sometimes a few thousand forms in a span of a few months.

Whether it is forms, prescription refills, phone calls, emails and many other requests, the staff tries to work hard to meet your needs. Many we provide free of charge.

Nonetheless, some of the services when summed in volume and time represent significant amount and expense to the practice and we no longer can afford to ignore such costs. While we do our best to try to accept insurances and be in-network, our reimbursement by the health plans is each year less significant in comparison to the costs of running a practice.

We try to do our best to meet your needs but in order to maintain the level of quality and quantity of our services we are implementing a policy regarding some of the unreimbursed services we provide:

Policy regarding forms: - effective November 1, 2010 (last update 6/15/2021)

Forms completion during office visits (including a follow up):

- | | | |
|--|------|---------------------------|
| - Universal school or camp form completion | \$20 | at the time of completion |
| - Any other specific school or camp form | \$30 | at the time of completion |

Forms completion requested without office visits:

Our service commitment:

- | | | |
|--|------|----------------------------|
| - Universal school or camp form completion | \$30 | within 48 hours of request |
| - Any other specific school or camp form | \$40 | within 48 hours of request |
| - Universal school or camp form completion | \$50 | PRIORITY- within 24 h |
| - Any other specific school or camp form | \$50 | PRIORITY- within 24 h |
| - Universal school or camp form completion | \$60 | RUSH- within 3 h |
| - Any other specific school or camp form | \$60 | RUSH- within 3 h |

Other services related to medical care:

Our service commitment:

- | | | |
|-----------------------------------|------|----------------------------|
| - Medical records release to self | \$10 | within 48 hours of request |
|-----------------------------------|------|----------------------------|

If any above service is not completed timely or accurately, the service will be provided free of charge.

All payments are required at the time of services. Payments by credit card, checks and cash are accepted.

Thank you for your understanding.