

**OFFICE FINANCIAL POLICY  
FORM FEES/LATE FEES**

**SCHOOL FORMS – IMMUNIZATION RECORDS – RECORDS – FAXES**

We receive many requests for records and forms to be filled out, mailed out, faxed out or picked up. We are here to help with these needs. We DON'T like Fees either! BUT as any other business, there is overhead involved with providing quality care.

**DODGE those fees! We are thinking ahead...FREE!**

- **Triplicate Rx refill/admin – ALL ADD/ ADHD MEDS – This gets sent electronically to your Pharmacy Now!**
- **NO CHARGE on Forms and Immunization Records at Time of Service! ( 1-2 page limit)**

If, however, a request is made for a child other than the one with the appointment or if your are mailing/calling/faxing us for records and/or a form completion, then we ask that you please call us at least one business day in advance. Please note that there is a nominal charge for this service, as it requires the staff to pull the patient's chart, review the request, prepare the form and transmit the information. Your insurance company does not pay for these services, they are your responsibility.

**Fee schedule per child:**

1. School / Camp /Sports Physical Forms	<b>\$10.00</b>
2. Immunization Record/Fax	<b>5.00</b>
3. Daycare Medication forms	<b>5.00</b>
4. Billing forms	<b>5.00</b>
5. Computer chart summary*	<b>25.00</b>
6. Medical Records/chart copy*	<b>25.00 for first 20 pages, for subsequent pages \$0.10 cents each.</b>
7. "Drop what you are doing. I need this NOW! *	<b>30.00</b>
8. FMLA/ HR forms	<b>20.00</b>

**Billing – Late / Collection fees:**

1. Returned checks	<b>\$25.00</b>
2. 30 Day late fee	<b>10.00</b>
3. 60 Day late fee	<b>10.00</b>
4. 90 Day late fee	<b>10.00</b>

These fees cover our expenses for delivering the service. **Remember that all of these services are included with an office visit, if requested during the office visit for that child, except the ones that have a (\*) by them.** The chart has already been pulled, the record reviewed and the situation discussed. Physical forms fee will be waived only for the first 30 days after the physical. Please make sure you bring forms and requests to your children's appointment. This helps us stay on time and saves you money.

Thank you.