

Administrative Fees

I understand that IF needed, the following administrative fees will apply per calendar year.

Billable items on a requested basis include but are not limited to:

1. \$50.00 for completion of all forms:
 - A. Disability
 - B. FMLA
 - C. Life Insurance
 - D. Other miscellaneous administrative forms required by third parties other than your insurance company.

2. \$20.00-\$40.00 for copy medical records based on the amount of records in your chart to be copied.

We are committed to providing you the best possible care. All of these activities add to the cost of caring for the patients. We thank you for your understanding and cooperation.

Patient Signature (if patient is a minor then Guardian Signature)

Date