**PAOP FEE DISCLOSURE LIST**

**FORMS/NOTES/EXCUSES**

We understand the burden of forms, permission slips and school notes from schools, sports and camps. We offer a few options for getting your forms signed without a fee. However if you need immediate service there are administrative fees as outlined below.

***\*\*All of our electronic communication is HIPAA compliant***. \*\*

HIPAA rules prevent us from faxing protected patient information to you

**FREE FORMS/NOTES/ ETC** – PICK UP AVAILABLE NEXT BUSINESS DAY -We will fill out forms, school excuse notes, medication permission forms and most other doctor signatures for any child for free, if dropped off/emailed/faxed to our office and picked up in our office - with a turnover of approximately 24hrs.

\*\*We will sign a “same day” form at your child’s PE OR SICK VISIT for free as well. However, you must remember to bring these to your child’s appointment the day of the appointment.\*\*

**MAIL-** We can mail the form back to you free if you give us a SASE or we charge you $1 to provide the stamped envelope

**SAME DAY AND YOU PICK UP** - If you need a form signed the same day, you may stop be the office during regular business hours to have them signed, for a $10 fee. We will sign it in between patients so you may have to wait a little bit.

**EMAIL**- If you need a form signed and sent back to you via our HIPAA compliant email, we will sign and email it back to you for a fee of $15. We can do it the same day if needed but request next business day turnaround.

*We know that forms/notes etc. are part of the burden for a pediatric practice but an immediate/fast turnaround time is administratively difficult under the best of circumstances. That is why we still offer free forms/notes/excuses available the next business day for you to pick up BUT have instituted the above fees for those that require extra administrative attention and are a greater burden.*

**MISSED APPOINTMENTS**

**\*\*Please understand, we want to avoid charging any extra fees to your family. We try our very best to see children near their scheduled times. Missed appointments deny others access to the appointment time you chose.\*\***

Well care appointments and Med checks are pre-scheduled and a text reminder goes out 4 weeks and 2 days prior to the appointment. We expect people to honor their appointment date and time

Well Care Appointments must be rescheduled or cancelled BY 4 pm at least one business day prior or a fee of $85 will be charged for a late cancel, same day cancel or no show

Sick appointments scheduled in advance ( scheduled prior to day of appointment) do not get a text reminder, but also must be cancelled or rescheduled at least one business day prior, or a fee of $50 will be charged.

Online appointments are scheduled 2-22 hrs prior to their appointment time and cannot be changed or cancelled for any reason. Any change to an online appointment will be charged a $85 fee. This is clearly stated when you make an online appointment.

**BOUNCED CHECKS -** There is a $30 fee for a bounced check

**TRANSFER OF RECORDS**

**COPY OF RECORDS FOR LAWYERS, INSURANCE OR PERSONAL REASONS**

**LIST OF CHARGES AND VISITS FOR HEALTH SAVINGS ACCOUNTS**