

Glendale Pediatrics Notice of Annual Administrative Fee

At Glendale Pediatrics, we pride ourselves on providing excellent care for our patients. Much of the access to medical care and services we provide are administrative services. We have historically charged a la carte for some of these services, which include:

- Completing forms for school, child care, camps and sports
- Completing medication and immunization forms
- Preparing customized letters and reports as needed (i.e. for travel, insurance, or advocacy purposes)
- Preparing medical records as needed

In addition to the above, Glendale Pediatrics provides other administrative support that is considered non-coverable by insurance plans, including:

- Writing notes for missed school days
- Sending medical records to appropriate specialists or other requested entities upon written request
- Prior authorization requests and appeals
- Prescription refill requests that do not require an appointment

As a single office private pediatric practice, our administrative expenses have increased dramatically over the past several years. To simplify and streamline the billing process, and to maintain our high level of service, we are implementing an annual administrative fee.

This fee will cover all administrative services and will likely be cost-efficient for many of our patients. Patients will no longer be charged a la carte for any administrative service and the fee will cover all administrative requests.

The administrative fee is non-refundable and will begin on August 1, 2023. It will automatically renew on an annual basis on August 1st.

The cost of the annual fee is:

Families with one child:	\$ 90.00 per year
Families with two children:	\$ 150.00 per year
Families with three or more children:	\$ 180.00 per year

If you have further questions regarding our Administrative Fee, please contact us via email at: AdminFee@gpeds.pcc.com

We thank you for choosing Glendale Pediatrics to care for you and your family.