

Glendale Pediatrics Notice of Annual Administrative Fee

At Glendale Pediatrics, our commitment is to best support the health and well-being of our patients and their families. We thank you for partnering with and entrusting us in this mission.

The healthcare landscape has been increasingly challenging for independent practitioners. Administrative needs have increased dramatically over the years and having adequate staffing to timely process and coordinate referrals to specialists, complete medication authorizations and refills, address and advise on medical questions that arise in between appointments, and to process forms that are required for school, is necessary for the level of care we continually strive to provide. Unfortunately, insurance plans often consider these services non-coverable.

The Annual Administrative Fee allows our office to maintain independence while still providing the level of patient care that reflects our values.

With this fee, there will no longer be separate a la carte fees for requested administrative services. The Administrative Fee will cover all administrative requests for the year (a 12-month period), a few of which are listed below. Please note that this is *not* a concierge fee and is *not* for medical services.

- Completing forms for school, childcare, 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
- 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

The administrative fee is non-refundable and will begin again on August 1, 2024. It will automatically renew on an annual basis with the fee schedule below.

Families with one child: \$90 per year
Families with two children: \$150 per year
Families with three or more children: \$180 per year

If you have further questions regarding our Annual 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.