

## TCP ADMINISTRATIVE SERVICES FEE

Total Care Pediatrics strives to provide exceptional customer service and excellent medical care to our patients and families. Our goal is to exceed reasonable expectations every day and every time.

To assist in achieving our exceptional service goals, we have an optional annual flat administrative fee of \$20.00 per child. This fee is not proratable. This fee covers administrative services we provide to our patients and take away time from patient care, but are not covered by insurers. These services include but are not limited to the services listed below .

There is also a mandatory \$25.00 rush fee per form should you need the completion of a form or letter expedited. As stated in the form and letters policy we request that you allow 3 (three) business days for routine form completion. We will complete form same day that are provided at the time of the visit. Often forms can be completed sooner than the 3 (three) business days.

This fee is your responsibility and can NOT be paid with your HSA or Flex Spending account, since it can NOT be billed to your insurance company.

If you elect to NOT pay the annual administrative services fee, We will happily complete forms on a per form fee basis. The per form fees are as follows:

School/Camp/Daycare/Sport physical Pre-op forms:	\$15.00
504/IEP/3300*/ immunization record*/excuses* forms:	\$15.00
Allergy/Medication Administration/Asthma Action plan:	\$10.00
Referrals/Prior Authorizations/Appeals:	\$10.00
Letters/faxing medical records:	\$ 00.25/page
Postage at current USPS rate	

Paper copying of Medical Records for personal non-legal use will be based on fees outlined by Georgia law O.C.G.A 31-33-3. <https://dch.georgia.gov/medical-records-retrieval-rates>. Electronic copy requests will be charged \$10.00 for the disc in addition to the administrative fee as outline above. We will copy onto a jump drive for an extra fee to determined by jump drive cost.

\* completion of form is free if supplied on the day of service at the time of visit

Administrative services: Forms (school, camp, pre-operative, day care, physicals, 504, IEP, 3300, immunization records, work or school excuses, allergy, medication administration, asthma action plan, diabetic plans, etc), Prior authorizations, referrals, peer to peer phone conferences with insurance company, appeals, Letters, Postage, faxing medical records. Fee does not cover copying or transferring of medical records.