

## Annual Administration and Form Fee:

At Greenwich Pediatric Associates, we are committed to providing high quality health care. To cover administrative costs associated with providing services not covered by insurance such as filling out any forms requested by schools, camps, childcare, or sports, including those for medications, and for letters for coordination of care or travel, there is a small annual fee charged as shown below.

We recognize that the need for forms and letters varies per patient; thus we offer two options:

**Option 1:** Unlimited forms for the calendar year January 1 to December 31

- \$60 per patient for the year (Family Maximum \$225)

**Option 2:** Pay per form

- \$25 per form

There is a separate charge of \$25 for a copy of the Medical Record

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If choosing **Option 1**, please fill out this form and submit it to the office with payment.

If choosing **Option 2**, payment will be due at the time the form is submitted/requested from the office.

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**Option 1:** Yes, I am enclosing the Annual Fee of \$60 per patient up to a family maximum of \$225 for the following patients:

(note: once Option 1 payment is processed, you cannot switch between options)

Patient Name	D.O.B.
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Please note that if a more detailed letter or complex form is required for a patient (e.g. school accommodations letter), there may be an additional fee to compensate for the physician's time to complete it.