

## Announcements: Administrative Fees and Services

Over the past several years, the cost of operating our pediatric practice has continued to increase while insurance reimbursement has not kept pace. In addition to direct patient care, there is a growing amount of administrative work required to support families, including documentation, electronic medical record management, prescription processing and fees, and completion of forms for schools, camps, and other programs

For many years our practice absorbed the cost of these services. To help maintain a sustainable practice and continue providing thoughtful, high-quality care, we will begin charging nominal administrative fees for certain **non-covered services** that require additional staff and provider time outside of routine medical visits.

These services are **not covered by insurance plans** and therefore **will not be billed to insurance**. Fees are the responsibility of the parent or guardian and are due at the time the service is provided.

### The following administrative fees will apply beginning June 1, 2026:

- **Nurse Visit (Vaccine-Only Visit)**                      \$20 administrative service fee per visit
- **Controlled Substance Prescription Requests**      \$5 per prescription refill request

*This includes requests to resend a prescription to a different pharmacy. Please confirm medication availability with your pharmacy before requesting a refill to avoid additional requests.*

- **Forms and Letters**    \$15 each form/ letter

*Examples include: camp forms, asthma action plans, medication forms, school physical forms, 504 letters, and similar documentation.*

*For medical accuracy and patient safety, some forms or requests may require a recent office visit or evaluation before they can be completed.*

*When forms are completed during a scheduled office visit, **one simple form will be completed at no additional charge***

- **Forms with Extended or Complex Documentation** \$50

*Forms requiring significant review or documentation—such as FMLA paperwork, disability forms, guardianship documentation, adoption paperwork, accommodation requests, or other extensive documentation—will require a scheduled office visit to ensure accurate completion.*

- **Extended Patient Portal or Message Consultations**

Brief questions related to recent visits are always welcome through the patient portal.

However, messages requiring significant medical review, treatment recommendations, medication adjustments, or detailed medical advice may require additional provider time. In these situations, the message may be converted to a scheduled visit or a **\$15 medical consultation fee** may apply.

Whenever possible, families will be notified if a message requires additional provider time before charges are applied.

- **Please note an increase in our NO-SHOW fee as posted in our financial policy for 2026.**

Administrative service fees are subject to change with advance notice to patients.

Please allow up to 5–7 business days for completion of forms or letters. Requests may be completed sooner, when possible, but expedited processing cannot be guaranteed.

Administrative service fees apply only to non-covered administrative services and will not affect a child's access to medically necessary care. Urgent or medically necessary treatment will never be delayed due to unpaid administrative fees.

Our practice may waive administrative fees in certain circumstances at our discretion. However, repeated requests for administrative services may require applicable fees.

Despite these additional administrative fees, we continue to offer care that goes beyond traditional pediatric services. Dr Stinson has completed a Fellowship in Pediatric Integrative Medicine and is certified in functional medicine by the Institute of Functional Medicine. This approach allows us to look at the root cause of concerns, and incorporate nutrition, lifestyle factors, and evidence-based complementary therapies alongside general pediatric care, which is not typical of a traditional based pediatric practice. We appreciate your understanding and your continued trust in our practice.