

## Administrative Services Policy

Each day, we at ACCC strive to exceed your expectations as valued patients, parents, and guardians through excellent medical care and exceptional service. To assist us in achieving our goal of exceptional, efficient service, we have revised our Administrative Service Policy.

Our administrative service fee is a mandatory annual flat fee of \$20 per child per calendar year. This fee covers services we provide our patients including but not limited to the ones listed below. We also have a \$25 same day rush fee should you need something expedited by the end of the business day. For routine forms, we ask that you allow us 48-72 hours to complete them. Often, the forms may be completed earlier. This fee cannot be paid with your HSA or Flex Spending accounts since it is not billable to your insurance.

Administrative Services: Forms (School, Camp, Daycare, 504, IEP, Allergy, Medication administration, asthma action forms, etc), Prior Authorizations, Letters, Postage, Faxing, copies of medical records