

Drs Elias & Oakley, PA

Annual Administrative Services Fee Acknowledgement Form

For Non-Medicare Patients

Our practice will be charging an Annual Administrative Service Fee that supports non-covered administrative and convenience services that are not reimbursed by insurance. These services are separate from covered medical care.

We will continue to bill your insurance company for all medically necessary services in accordance with your plan. We accept insurance reimbursement as payment in full for covered services, subject to co-pays, coinsurance and deductibles.

We are charging an Annual Administrative Service Fee (AASF) for non-Medicare patients of \$40 per adult patient per year, \$20 per patient (age 21 and under), billed annually. The AASF is intended to cover services performed outside of medical office visits. Understanding that the AASF applies only to non-covered services examples include, completion of forms, preparation of letters or reports not required for medical necessity, optional administrative assistance, replacement of lost or duplicate paperwork, practice infrastructure and administrative services not reimbursed by insurance including secure technology and administrative systems that support communication and operations. This list is provided as examples and is not exhaustive.

By signing this form, you acknowledge that your insurance company will not cover your AASF because the fee is for non-covered services. You also agree to assume financial responsibility for payment of this AASF.

We are committed to preserving a caring, patient-focused environment where your needs are addressed thoroughly and with respect. We will be able to continue to answer our phones, have timely responses to your questions, urgent appointment availability and improved communication directly with your physician through our patient portal system. This fee helps ensure we can continue to provide the attention and access you deserve from a team that truly knows you.

Patient Signature

Date

Patient Name

Date of Birth