

### **To Our Valued Patients**

After much thought and careful consideration we are instituting a change in our financial policy. This newly instituted policy is comparable to fees charged by practices in the region.

We dedicate a significant number of staff hours to providing services that include but are not limited to the following:

1. School, camp, sports, daycare and school medication forms.
2. School and sports excuse letters.
3. Insurance company letters and forms.
4. Insurance company referrals
5. Birth to 3 forms
6. Medication refills
7. Phone calls

Most of these services require a review of the patient's history, time intensive telephone calls and forms to be filled out. In the past we have charged a \$10 fee per form filled out and a fee per page for copying medical records. There will no longer be a separate fee for each form filled out. Starting in 2011 we are instituting a policy of charging each patient an administrative fee of \$50 per child that will cover all of the above services, including one copy of medical record. The administrative year runs from April 1, 2011 to March 31, 2011. Payment is due on or before April 1, 2011.

Sincerely,  
The Physicians of Greenwich Pediatrics.