



Interventional Pain S P E C I A L I S T S

Administrative Fee Policy

Administrative fees, to cover overhead costs, allow us to accommodate patients' requests for non-covered services such as the completion of forms, return to work documentation, correspondence to insurance companies, employers, schools, etc.

Your clinical office appointment reserves a specific time for you and the doctor. Therefore, if a cancellation is necessary, it is important that you confirm your cancellation at least **24 hours in advance** to permit a schedule adjustment; otherwise you will be charged a **No Show Fee**. This fee is not covered by health insurance and will be charged directly to you.

Please note that your medical health insurance company may not cover some tests or procedures that your doctor has ordered. It is your responsibility to understand what clinical services your medical insurance company covers. (Please refer to your benefits manual or call the member services number on the back of your insurance card.)

We assure you we will remain committed to providing you high quality care and look forward to serving your health care needs in the future.

Thank you for your cooperation and understanding.

James E. Wilson, M.D., Interventional Pain Specialist
Jay F. Kiokemeister, D.O., Interventional Pain Specialist
J. Preston Harley, Ph.D., Pain Management Psychologist

ADMINISTRATIVE SERVICES NOT COVERED BY HEALTH INSURANCE CHARGE

Copy of Medical Record (20 Pages or Less)	\$25.00
Copy of Medical Record (21-40 Pages)	\$40.00
Copy of Medical Record (Over 40 Pages)	\$50.00 (Max \$100)
No Show Fee (Failure to cancel an appointment at least 24 hours prior to the scheduled office visit)	\$250.00
Non-payment of co-pay at time of service	\$10.00 Rebilling Fee
Disability Forms (Note ~The higher fee is charged for forms that are 3 pages or greater)	\$25.00/\$50.00
Insurance Forms (ex. rule out pre-existing conditions)	\$25.00/\$50.00
Workers Compensation Forms	\$25.00/\$50.00
FMLA Forms, Medical LOA, Social Security Forms	\$25.00/\$50.00
Any completed form with duplicate information	\$15.00
Medicare forms for patient supplies	\$15.00
School/Work Forms completed outside of office visit	\$20.00
Dictated Letter	\$50.00
Form Letter	\$25.00
Re-Bill with correct Insurance Information	\$15.00
Handicap Parking Form outside of Office Visit	\$20.00
All other forms completed outside of visit	\$25.00/\$50.00
Refill Rx - Phone in to pharmacy	\$10.00
Pharmacy Pre-authorization for pharmacy plans	\$20.00