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Administrative Services Fee Policy

Our practice has implemented an annual Administrative Services Fee to be paid by all its patients to cover the significant amount of time we have to spend on providing these administrative services which are not covered by any federal, state or private health insurance coverage. The Administrative Services do not include medical services, which are generally covered under most insurance policies. Rather, these Administrative Services cover the costs of services that make our practice unique, including 24-hour call service, providing documentation to employers when necessary and upon consent, expedited copies of medical file, calling/e-prescribing prescriptions and refills, the ability to schedule telemedicine appointments, and assisting patients with insurance claims. The annual Administrative Services Fee is \$250.00 per patient, to be paid annually.

There is no change in our current policy regarding co-payments, deductibles, etc. The office continues to operate as it has in the past simply with the addition of the required annual Administrative Services Fee. To be clear, this is not to be considered concierge medicine – the office will continue to operate in the way that it has, continuing to utilize your insurance.

This has not been an easy decision. Please know it has become necessary to implement this new policy due to the continuing deterioration of the economics of managing an office-based OB/GYN medical practice as third-party payors have not increased the fees paid to us in well over a decade sufficient to cover the increased costs of running our practice.

We have explored our options including an increase in our patient visits per day to combat the reduction in fees paid per visit, which would in turn decrease the amount of time we spend with our patients. Our desire is to preserve our small medical practice structure and culture, maintain independence, and keep our daily visits at a manageable level. This will enable us to protect and promote what has been important to us since we opened, which is our goal of providing the highest level of medical care along with personal service.

The annual Administrative Services Fee you pay will allow us to increase the number of staff and/or staff hours needed to complete prescription refills, phone third-party payors to obtain a variety of required pre-authorizations, coordinate referrals to specialists, make follow-up calls, and review and complete paperwork such as insurance forms, disclosures, and other government and employer forms. Administrative needs have increased significantly since the onset of the COVID-19 pandemic and have put a further strain on our system. To be realistic, we may find it necessary to increase these administrative services and the fees in the future depending upon circumstances.

If you are a new patient receiving a copy of our policy, we will not require you to pay the fee prior to your first appointment. Once you have completed your New Patient Visit, you can decide at that time if you wish to become an ongoing patient of our practice, at which time the fee will be due.

If you have any questions regarding our new Administrative Services Fee policy, please let us know.

AGREEMENT AND ACKNOWLEDGEMENT

By signing below, you agree to pay the annual Administrative Services Fee, which is non-refundable. You also acknowledge that the Fee may be adjusted by the practice at any time, although once paid, you will not be asked to pay any increase until the following year.

Printed Name

Signed

Dated: _____