



319 W. 8th Ave., Spokane, WA 99204
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 kidsclinicspokane.com

New Fees for Start 5/25/2024

These charges (administrative fees) are payable by the patient or the patient's guardian and are not reimbursable by the insurance company.

Copays and Returned Checks:

A \$10 fee for copays not paid on the service date may apply. Add a card on file or use the virtual check-in process to ensure the copay is paid for the service date. There is a \$25 charge for any payments returned for non-payment.

After Hours Advice:

We provide medical advice during business hours. When we are closed, we contract with a third-party after-hours triage service. If you choose to utilize this service, there is a \$15 fee per call and a \$4 charge if it takes multiple attempts for their nurse to reach you. Your insurance company may have a no-cost option. For more information, [click here for our After Hours Policy](#).

Missed Appointment or Late Cancellation:

If you fail to show for an appointment* or provide less than 48 hours' notice to cancel or reschedule, there is a potential fee of \$50 for each appointment. Upon the 4th appointment (missed or less than 48 hours notice) within two years, will result in dismissal after provider review. *Circumcision missed or late cancellation fee is \$150. Read the full appointment policy [here](#).

Forms/Specialty Letters:

Forms include but are not limited to Sports/Activity Clearance, Camp Clearance, Asthma Plans, Allergy Plans, School Medication forms, and Life Insurance.

Our staff/providers are happy to complete your form(s) during your visit or when needed. Forms must have your portion completed and presented to staff either before the appointment date, at check-in, or at the latest, when taken back to the exam room in order for them to be processed at your appointment. Forms are uploaded to the patient portal *if* you have a staff member scan them before leaving. Please make sure this is done to avoid a future fee for re-completing the form.

Requests for forms outside of a visit will be completed within **3 business days**, excluding weekends and holidays. **Expedited processing is 1 business day**, excluding weekends and holidays, and is the form(s) fee plus a \$20 rush processing fee.

Form/letter fees are as follows per patient, and payment is due at the time of the appointment or submission/request.

1 Form: \$10

2 Forms: \$15

3+ Forms: \$30

A dictated statement letter from a provider is \$20 (this **does not** include notes to excuse from school or activities; there is no charge for an excuse letter related to a recent appointment).

FMLA/Disability Paperwork is \$30, and due to the complexity, a minimum of 3 days for completion is required. *The rush processing is not an option.*

There is no charge to complete a disabled parking permit form. However, we need 3 business days to process this request.

For forms to be completed, your child's preventative visit (aka well visit) with us must have been done within the last 12 months for those over the age of 3 years. Patients under 3 years of age need to be current on their well visit according to the pediatric schedule.

Immunization Forms:

A record of administered immunizations is available on your child's [patient portal](#).

If you need an official Certificate of Immunization Status (CIS), which most schools and daycares in Washington State require for enrollment, please follow the set-up process for MyIR on their website, myirmobile.com.

You may send us a request via phone, email, or portal message so we can retrieve the CIS for you. Allow 3 business days for processing. If you need it sooner, there is a \$10 administrative fee per patient per request.