June 16, 2022

To: API Monogram/APIQR Participants
          API Monogram/APIQR Applicants

From: API Monogram/APIQR Programs

Notification of Audit Fee Payment Requirements for New Clients

Please note that, starting July 1, 2022, Monogram/APIQR will begin invoicing new clients for their audit fees prior to undergoing their initial audits. Audit fees are determined by API and are based on the organization's location and audit duration. If an audit is conducted as originally proposed, no additional fees will be assessed for the audit. However, API may issue a second invoice after conducting the audit if the audit arrangements had to be changed. These additional charges could result from a facility's request to reschedule the audit, a change in the facility's application, or a change in audit duration. Fees are not refundable under the terms of this agreement, including balances from a reduction in scope, cancellation of the audit, or termination of the agreement. Invoicing terms are provided in the attached Advisory 10.

API will not schedule and perform the audit until payment is received. If a second invoice is issued and payment is not received by the payment due date, API will initiate the process of withdrawing the facility's application.

Invoicing terms and procedures are not expected to change for current clients at this time.

Sincerely,

Kevin Ferrick
Senior Director, API Monogram Program /APIQR

KF:hh