



THE DOWNING CLINIC

5715 Bella Rose Blvd. Ste. 100. Clarkston, MI 48348 (248) 625-6677 Fax (248) 625-5633

OFFICE POLICIES

HOURS Monday Thru Friday.....9:00 a.m. – 5:00 p.m.

DOCTOR APPOINTMENTS Patients are seen by appointment. Fees are based on time spent on behalf of the patient. The initial visit is \$350.00 for a 60-minute visit, actual fees may be higher. A deposit of \$90.00 is required to hold your appointment with Dr. Kovalcik. This deposit must be received 7 business days before your appointment date and will be deducted from charges at your first visit. We require a 48 Business hour notice if you are unable to keep your appointment. **A notice of less than 48 Business hours will make the deposit non-refundable.**

HOSPITAL RERERRALS Dr. Kovalcik does not follow patients in the hospital and does not do emergency work. Please keep your regular physicians.

EMERGENCIES Please call your regular physician or go to McLaren or Genesys emergency rooms. These hospitals have excellent emergency departments.

PHONE CONSULTATION We do not do phone consultations as initial contact with a patient. For patients at a distance or too ill to come in, phone consultations are arranged once you are an established patient. Insurance does not pay for phone consultations and they must be paid in advance with a credit card, which will be charged after you consult.

PAYMENT POLICIES

1. Payment is due at time of service. We accept cash, personal checks, Visa, MasterCard, American Express and Discover.
2. A \$30.00 service fee is added for all checks returned from the bank for insufficient funds.
3. Supplements, books, etc., are not billable to insurance. These must be paid in full prior to leaving the office. Only unopened, undamaged bottles may be returned for credit to your account within 30 days of purchase.
4. A processing fee for special laboratory tests will be charged at the time of specimen collection. Fees are \$19.00 - \$30.00 depending on the time required to process the tests.
5. Form or letter fees are charged based on time spent preparing requested information.
6. If a 48 Business hour notice is not received to cancel a regular Doctor, EDS or IV appointment, a Fee of ½ the cost of the scheduled appointment time will be charged.

Since we have many environmentally sensitive patients, we ask that you wear NO scented personal care products when you come to the office.

NO PERFUMES/HAIRSPRAY/CIGARETTE ODORS/SCENTED LOTIONS/FABRIC SOFTENER OR DRYER SHEETED CLOTHING

Additional patient information is located on the back of this form.

PATIENT INFORMATION

This office combines features of traditional medicine and alternative medicine. Many laboratory tests and diagnostics may not be covered by your insurance since they are not “usual and customary” tests. This would include testing related to nutrition, environmental exposures, certain hormone tests, certain organ function tests, and others that may be ordered for you.

Individual tests may run from approximately \$100.00 to approximately \$500.00. You will be given information about the tests, including costs, so you can decide whether to have them done. The number of tests ordered will be different for each patient based on personal need.

The first appointment includes a detailed intake of information about you. A beginning work-up and plan are established at this time. Since many of the tests and suggestions for treatment will be new to you, feel free to ask questions. Dietary and lifestyle changes are part of your treatment plan. You will receive a written list of instructions and/or handouts to take home.

Our work with you takes time and the patients who fare the best are those who come back over time, so we can continue to adjust the care plan and to monitor progress or problems. For all patients who remain on our active patient list, at least an annual summary appointment is required.

The natural treatments recommended, including vitamins, minerals, herbs, and homeopathic remedies are not covered by your insurance. These may be purchased at a good health food store or from this office. In no way are you obligated to purchase anything from this office. All of our Supplements are chosen by the Doctor and are very high quality.

We ask you to keep your present physicians, as you must have a hospital doctor. Dr. Kovalcik does not follow patients in the hospital. Please bring to the first appointment all diagnostic work-ups done by other physicians in the last 3-6 months prior to your initial visit.

Thank you