



## THE DOWNING CLINIC

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

### OFFICE POLICIES

**HOURS** Monday Thru Friday.....9:00 a.m. – 5:00 p.m.  
Second Tuesday of Month.....10:00 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 New Patient initial visit is \$355.00 for a 60-minute visit, actual fees may be higher. A deposit of \$95.00 is required to hold your New Patient appointment with Dr. Kovalcik. This deposit must be paid on the day your appointment is scheduled and will be deducted from charges on your first visit. We require 48 Business hours' notice if you are unable to keep your appointment.

**A notice of less than 48 Business hours will incur a non-negotiable \$75 Administrative Fee.**

**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 the nearest emergency room.

**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. Phone consultations, require a credit card number when your appointment is scheduled and will be charged after your consultation.

### PAYMENT POLICIES

1. **The Clinic does not accept insurance and does not participate in Medicare or Medicaid.**
2. Payment is due at the time of service. We accept cash, personal checks, Visa, MasterCard, American Express and Discover. A 3.5% Service charge to a maximum of \$10 is charged on credit card payments. Cash, Check or Debit cards are not charged.
3. A \$30.00 service fee is added for all checks returned from the bank for insufficient funds.
4. Supplements and books, etc., must be paid for in full prior to leaving the office. Only unopened, undamaged Bottles may be returned for credit to your account within 30 days of purchase.
5. A processing fee for special laboratory tests will be charged at the time of specimen collection. Fees are \$25.00 depending on the time required to process the tests.
6. Form or letter fees are charged based on time spent preparing requested information.
7. If a 48 Business hour notice is not received to cancel a regular Doctor or EDS appointment a \$75 Administrative Fee will be charged. IV appointments are charged a fee of ½ the cost of the Scheduled IV.

**Since we have many environmentally sensitive patients, we ask that you do not wear scented personal care or laundry products when you come to the office.**

**NO PERFUMES/HAIRSPRAY/CIGARETTE ODORS/SENTED LOTIONS/FABRIC SOFTENER OR DRYER SHEETS ON 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 is established during the visit. 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 is slow 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 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 your first appointment all diagnostic workups done by other physicians in the last 3-6 months prior to your initial visit.

***Thank you.***