



# K N I G H T

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## Integrative Medicine

### Knight Integrative Medicine Medical Marijuana Clinic

#### Practice Policies and Procedures

##### **General Information**

- We provide 30 minutes of face to face time with the clinician during every in-person consultation at \$250; all new patients for our medical marijuana clinic will be required to pay in advance in order to confirm and reserve your place on our physician schedule.
- We promptly return all patient communications during our normal business hours (Mon-Fri 8am to 5pm, closed during lunch 12-1pm).
- Drs. Fredro and Candice Knight are the founders and medical directors of the Knight Integrative Medicine Medical Marijuana Clinic located in Covington, Louisiana.

##### **Hours**

- Our medical marijuana clinic will be operating each week at this time at 2033 N Highway 190, Suite 16 in Covington location effectively November 1st, 2018.
- Our office hours for phone communications will be open from 8am to 5pm Monday through Friday or online through our secure electronic medical record portal at [www.knightintegrativemed.md-hq.com](http://www.knightintegrativemed.md-hq.com) for all NON-EMERGENCY inquiries.
- We are closed on weekends, most holidays, and daily for lunch between 12pm to 1pm.
- Our services and hours may vary from day to day and our schedule may change from time to time.

- We are glad to offer our services during our standard operating hours, but we DO NOT offer consultations, medical advice, medical services, medical care, or medications refills after hours.
- If medical care or attention is required when our office is closed, we request that you contact your regular primary care physician or call 911 if there is a medical emergency.

## **Locations**

We are conveniently located off I-12 in Covington and business highway-190 at exist 63-B.

## **Fees**

Patients receiving medical marijuana will be seen in person at our clinic every 3 months. However, the consultation schedule is determined by our physicians per patient on a case by case basis and may be more or less frequent than 3 months based on individual needs and guidelines or legislation determined by the Louisiana State Board of Medical Examiners. Each in person consultation at our clinic costs \$250 and will last 30 minutes.

During this visit, the physician will confirm the patient's qualifying medical diagnosis, discuss symptoms and goals, review medication history including medical marijuana usage, formulate an individualized treatment plan, provide follow-up care instructions, answer any questions that a patient may have, then submit a medical marijuana recommendation to the dispensary designated or specified (if appropriate).

The State of Louisiana presently limits medical marijuana recommendations to 30 days, refill consultations are usually necessary in between the in-person encounters. For patient convenience, these refill consultations will last 10-15 minutes and cost \$50.00.

Due to the length and individualized nature of the patient consultation, a NON-REFUNDABLE deposit is collected, in-advance, at the time a new patient consultation is scheduled. The deposit is applied towards the \$250 consultation fee.

Additionally, any cancellation or rescheduling of the new patient consultation will require payment of an ADDITIONAL rescheduling fee.

## **Additional Services**

Patients may incur a separate fee for services which are NOT included in the consultation fee. Additional fees are always disclosed upfront.

These include, but are not limited to, the completion of forms, coordination with other health practitioners, consultation taking longer than the scheduled appointment time,

work on a patient's behalf outside of a scheduled consultation time, appointment rescheduling without adequate notice, or copying medical records.

## **Payment**

Due to the specialized and extensive personalized consultation we provide, insurance does not adequately reimburse our physician for his/her services. Thus, we do not accept insurance. We accept all major credit cards, debit cards and cash. We do not accept checks.

## **Policies**

### **Appointments**

Due to the nature of our medical practice, we do not accept walk-ins. All in person or telephone consultations must be scheduled in advance.

Due to the length and individualized nature of patient consultations, a NON-REFUNDABLE deposit is collected at the time a new patient consultation is scheduled.

### **Rescheduling**

Due to the length and individualized nature of patient consultations, any rescheduling of a new patient consultation will require the payment of an ADDITIONAL rescheduling fee.

### **Refills**

We do not refill medications without a doctor's consultation. We ask that our patient's pay attention to his/her remaining doses of medication and schedule a refill appointment at least 1 week in advance of expiration of an existing recommendation.

### **Forms**

We may elect to complete forms, such as work excuses, school excuses, FMLA forms, or insurance forms, at the discretion of Knight Integrative Medicine's physicians. There may be a fee to complete these forms.

Completion of medical marijuana recommendation forms are included in the consultation fee.

### **Medical Records**

A request for medical records may be submitted by calling our medical practice at 985-867-5516 or by written request via fax at 985-867-5316. There may be a fee to provide a copy of your medical records.

### **Private Policy**

- We collect protected health information.
- We use such protected health information to provide medical marijuana consultations and written recommendations.
- We are required by law to maintain the privacy of each patient's protected health information.
- The protected health information that each patient provides will only be disclosed to the entities designated by the patient.
- We use secure messaging, telephone, and voicemails to communicate with our patients.
- Please contact us for more information about our clinic's privacy practices, should there be further questions we can answer.

## **What to Bring**

### **Unexpired government issued photo ID**

Examples include driver's license, state identification card, military ID card, or passport. The picture of the ID must be an accurate representation of a patient's current appearance.

### **Proof of Louisiana Residency dated within the past 6 months**

Examples include a utility bill, bank statement, or government letter (all or any must contain a Louisiana address). This can also be an unexpired Louisiana driver's license or ID card.

### **Relevant Medical Records dated within the past 12 months**

Records must be on paper and clearly state the qualifying medical diagnosis for which the medical marijuana is being sought. Please also bring a current list of medications and/or supplements, as well as any history of medical marijuana or CBD oil usage.

### **Payment method**

We accept all major credit cards, debit cards, and cash. We do not accept personal checks.