



Stephanie Kim, DPM
PODIATRIC & SPORTS MEDICINE, FOOT & ANKLE SURGERY
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Appointment Cancellation/No Show Policy

Our goal is to provide quality individualized medical care in a timely manner. “No Shows” and late cancellations inconvenience those individuals who are in need of medical treatment. We would like to remind you of our office policy regarding missed appointments.

Cancellation of an Appointment

In order to be respectful of the needs of other patients, please call The Foot and Ankle Center of Kirkland & Issaquah promptly if you need to cancel or reschedule your appointment.

We require that you call twenty-four (24) hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to receive medical care in a timely manner.

If you are not able to keep your appointment, we will be happy to reschedule it for you. Please do give us a 24 hour advance notice to cancel or reschedule.

No Show Policy

A “No Show” is someone who is not present at the time of their scheduled appointment and has not provided adequate notification. We understand that emergencies may occur, however, when you do not call to cancel an appointment, you are preventing another patient from getting much needed treatment.

Charge for Late Cancellations and No Show’s

Failure to give a 24 hour advance cancellation or being a “No Show” will result in a nonrefundable administrative charge of \$40.00. **This fee will not be covered** by your insurance company. If you have any questions regarding this policy, please ask our staff and we will be glad to clarify your questions. We thank you in advance for your cooperation and understanding. Appointment Cancellation/No Show Policy

I acknowledge that I have been presented with the Appointment Cancellation/No Show Policy and that I understand the policy.

Print Name

Patient Sign Name

Patient Date

Kirkland Clinic
13114 120th Ave NE
Kirkland, WA 98034
(425) 947-2880

Issaquah Clinic
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