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**Western Washington  
Medical Group**

**Endocrinology**

**Silver Lake Office**

12728 19<sup>th</sup> Ave SE, #300  
Everett, WA 98208  
Phone (425) 420-1650  
Fax (425) 420-1651

**Mukilteo Office**

8423 Mukilteo Speedway #102  
Mukilteo, WA 98275  
Phone (425) 412-4311  
Fax (425) 374-8896

**Appointment Policy**

A scheduled appointment is a commitment of time between the doctor and patient. We have reserved time just for you. When appointments are missed or canceled, that time is lost.

We ask that when you make an appointment you make every effort to keep that appointment. We understand that emergencies do arise, and we will take that into consideration. If you find that you cannot keep your scheduled appointment, we require two business days' notice so that we may see another patient in need of care.

It is office policy to charge a **\$100.00 fee** for any missed appointment without a minimum of 48 business hours' notice. This charge is your responsibility and insurance will not pay for missed office visits.

I certify that I have read the appointment policy and agree to abide by this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ DOB: \_\_\_\_\_