

Kenneth J. Kim Pediatrics
"Healthy Kids, Healthy Future"
3930 Pender Drive Suite 330
Fairfax, VA 22030
703-246-0022

Appointment Policy

It is our intention to provide your children the best care possible at all times and to accommodate as many requests as is realistic and feasible. It is within this context that we ask you to take a few moments to review policies that affect the way services are provided.

- **Schedule an appointment by calling 703-246-0022. We only take appointments!**
Walk-ins are not allowed in our practice. In anytime we could accommodate a walk-in, there will be a \$30 fee charged to the patient which is NOT billable as an insurance claim and is due at the time of service is rendered.
- **Schedule same-day appointments for sick visits**
Appointments are scheduled on a first available basis.
We will do our best to accommodate sick visits on the same day.
- **Prior to your visit**
Please make sure your insurance(s) are up to date before each appointment. If your insurance is HMO or Medicaid, make sure the PCP is appointed to **Kenneth Jae Yoon Kim, M.D** before visiting.
- **Patients who arrive on time will be seen at their appointment time.**
Patients with on-time appointments will be seen ahead of those who arrive late.
If you arrive late, we may have to **abbreviate or reschedule** your appointment.
- **Call ahead if you are unable to keep your appointments.**
We will do our best to accommodate your visit and minimize the need of rescheduling, but in an event should you need to reschedule/cancel, please contact us by calling our office 24hrs prior to your appointment. **There will be \$100 charged for 'no-show' fee on well visits and \$50 for the sick visits. If you call within 24hrs of your appointment to reschedule/cancel, you will be only charged \$30.**
- **Late arrivals: more than 15 minutes late for the appointment.**
If you are more than 15mins late, you will be offered the next available appointment time and charged a rescheduling fee of \$30. ****While we will do all that is possible to accommodate requests, the first-available appointment may *or may not* be on the same day****
- **For patients under 18 years old, parents or guardians must be present at the office.**

Signature of Parent or Legal Guardian/ Patient (if 18 or older)

Relationship to Patient

Print Name of Person Signing

Date