



**SYNERGY**  
CHIROPRACTIC

Dr. Amanda Thompson, D.C., PAK

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## **Office Policy and Procedures**

### Appointments

- Appointments will only be accepted when made by the patient, except in the case of a minor or patients with prohibitive physical/mental attributes, or when a person is designated to do so by the patient.
- Patients are responsible for keeping their appointments. As a courtesy, the office may call or text message to remind patients of their appointment.
- There is a 24-hour cancellation period; if 24 hours notice is not given, the patient may be charged a cancellation fee of \$75.
- Patients must be on time for appointments.
- New patient appointments will be scheduled for a minimum of 1 hour, or as requested by the doctor. Regular follow-up appointments will be scheduled for a minimum of ½ hour, but may vary based on the patient's case.

### Office Visits

- The doctors request that patients please refrain from wearing fragrances or perfumes into the office.

### Payments

- Payment is expected at the time of service. We accept cash, check, Visa, Discover, Mastercard, or American Express.

### Supplements

- Supplements are sold in the office only to current patients of the doctors.
- Supplements not in stock at the time of visit must be prepaid.

### Phone Use

- As a courtesy to others cell phone use in the waiting room is prohibited.
- Cell phones must be turned off while in the office.

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Patient's Signature

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Date