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To Our New Client:

Thank you for scheduling an appointment in our office. Please download the New Patient forms for the provider you are scheduled with. These forms will include:

1. Client information sheet
2. Presenting Symptom form
3. Office/Billing policy Notice
4. Insurance and Billing Practices/Policy

**Please complete the forms and either bring them in to the office on your first visit or email them to the address on our website.**

**Directions to our office:**

From the North: Via Commercial St SE, travel 9 blocks south from Mission St. Turn left on Washington St. Halfway down the block turn left again into the alley. Our parking lot is the last lot on the right.

From the South: Via Commercial St, at split Commercial turns into Liberty St SE (one way). Turn left on Washington St. Halfway down the block turn right into the alley. Our parking lot is the last lot on the right.

Our office is a two story green house with white trim. You are welcome to enter the office through the back entrance.

Due to new privacy laws, we are unable to verify insurance coverage and benefits prior to your appointment. It is your responsibility to ensure that you have coverage for therapy services and have benefits available. Payments for services, or your co-pay/co-insurance is payable at the time of service.

If the client is a child, we have scheduled the initial appointment as an adult only appointment. If circumstances require you to bring your child, please notify our office, we may be able to make arrangements. However, unless we have made arrangements, young children may not be left alone in our waiting room without supervision.

It is our office policy to **require a verbal confirmation from our new patients prior to their first scheduled appointment.** Please contact our office within 48 hours of your appointment to confirm. We have an answering service available 24 hours a day and you may leave a message with them after hours. **If we do not get a verbal confirmation within 24 hours of your appointment, we reserve the right to fill your slot with another client. If you do no show for your first appointment, and do not contact us to cancel or reschedule, we reserve the right to take all other appointments off our schedule.**

We look forward to seeing you