

* New Client Information *

Thank you for scheduling with me. Here is a review of what you will need to do before we have our first meeting: **Please read this over carefully and save it as a reference as your appointment day and time arrives.**

You are welcome to return to my web-based calendar at any time to look for an earlier appointment. There are a couple of cancellations each week. **I would encourage bookmarking my calendar page to check for earlier openings. Also schedule up to four (4) appointments initially just to secure time for yourself.**

If you are a new client or couple or have not been in for over a year, please complete these three (3) items listed below. You will find these documents out on my website.

If more than one individual will be attending the first session with you, please use the notes section of your Appointment Request to make me aware of that. Thanks, that's very helpful.

Go to the website - <http://www.elbowtree.com/steve-mcilvaine.html>

Scroll down and find these four (4) documents. These are a **must** for your first appointment.

1. Print and fill out the **Intake Questionnaire** (please use **black** ink). One complete questionnaire (2 pages) **per person** attending the Initial session. Bring the Questionnaire(s) with you to the first appointment.

2. **Read over** the **Authorization for Treatment** document **and** the **Tele-Health Addendum**. You will be asked **to sign** them at the first meeting.

3. **Read over** the **No Surprises Act** material. This is brand new and I will answer any questions you may have at our first meeting. **You will also sign** this at the first meeting.

Directions to Elbow Tree:

Here are the directions to the Southern Saddlery Company building and my office. Get onto Broad St. heading toward Lookout Mountain. Turn right onto W 31st Street. If coming from Lookout Mountain, head toward downtown on Broad and turn left onto W 31st St. Next, turn right at the end of that short section of W 31st. Now you are on St. Elmo Blvd. Continue until you are on the back side of the Saddlery building and choose any open parking space.

I'm up on the second floor in the middle section off the balcony. The most direct access to my waiting area and office are through the door at the top of the metal staircase off to the right of the parking spaces right up next to the three-story brick portion of the building. Here's the door code: **7070**, to be entered on the keypad on the door latch. Our Waiting Areas are now open. Text me at 423.556.0305 if you get turned around and need help.

I'm looking forward to our meeting. ~ Steve