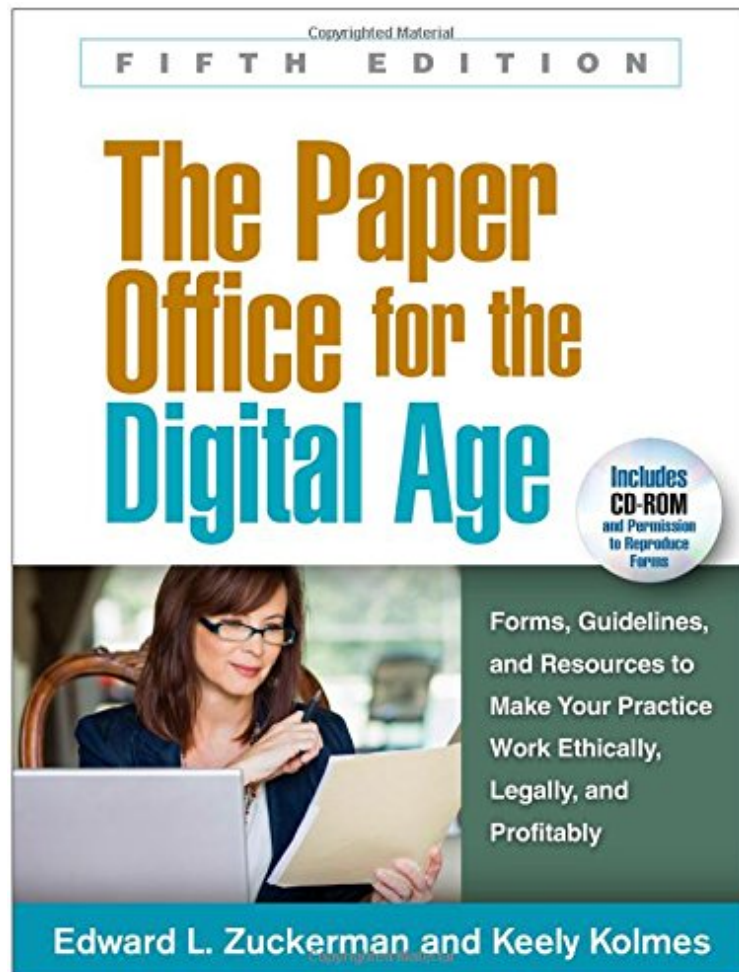


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The Paper Office for the Digital Age, Fifth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably

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Significantly revised and updated to include online and computerized aspects of private practice, this essential manual has given many tens of thousands of clinicians the complete record-keeping and risk-reduction tools that every psychotherapy practice needs. The book provides effective methods for obtaining informed consent, planning treatment and documenting progress, managing HIPAA compliance, maintaining clinical and financial records, communicating with clients and third-party payers, and reducing malpractice risk. Drawing from the professional literature, it features key guidance and easy-to-digest pointers about the ethical, legal, and business aspects of practice. With a large-size format and lay-flat binding for easy photocopying of the 53 reproducible forms and handouts, the book includes a CD-ROM that lets purchasers customize and print the reproducible materials. New to This Edition: *Updated throughout to reflect today's greater use of electronic/digital technologies in practice management. *Chapter on insurance and billing, coping with managed care, and Medicare. *Chapter on private practice marketing, including Internet and social media dos and don'ts. *Expanded topics: HIPAA compliance, ICD-10, responding to subpoenas, and using online technologies for billing, communication, and record keeping. *Information about hundreds of websites dealing with all aspects of operating a practice. See also *Clinician's Thesaurus, 7th Edition*, and *Clinician's Electronic Thesaurus, Version 7.0*, by Edward L. Zuckerman, indispensable resources for conducting interviews and writing psychological reports.

"This updated fifth edition is chock-full of details about all aspects of managing a practice, from designing a business card and writing a professional will to understanding the nitty-gritty components of paper and electronic record keeping, maintaining confidentiality, and marketing a practice. When questions arise about ethical guidelines, practice management, and documentation of care, clinicians of all levels of experience will want to turn to this book."--Joan Davidson, PhD, Co-Director, San Francisco Bay Area Center for Cognitive Therapy; Assistant Professor, Clinical Sciences Program, University of California, Berkeley "Opening a private practice in the mental health professions--and keeping up with all the regulatory, ethical, and clinical requirements--can be very daunting. Zuckerman and Kolmes have provided the most comprehensive and current practice management manual for both new and seasoned professionals. The fifth edition provides in-depth coverage of the challenges and opportunities created by the growing use of digital technologies to conduct and document therapy. This manual is not intended to be read in one or two days, but rather serves as a reference for establishing policies and procedures and answering questions that arise in practice. The detailed table of contents and index make it easy for practitioners to locate the information they need. Zuckerman and Kolmes should be credited for helping clinicians from any discipline put the highest levels of ethical and legal standards into practice. As a text, this book is a good fit for courses on professional ethics, risk management, and establishing a professional practice--students will want to keep it at hand long after graduation."--Allan E. Barsky, JD, MSW, PhD, School of Social Work, Florida Atlantic University; Former Chair, National Ethics Committee, National Association of Social Workers "This soup-to-nuts guide to opening and operating a therapeutic practice is a 'must read' for every mental health clinician. For the solo practitioner or small office, the sample forms for every conceivable clinical and business issue from intake to termination are a terrific benefit of this absorbing book. And every clinician should read and periodically reread the excellent chapter on ethics and malpractice. If you have an office manager, that person needs this book. If you have this book, you may not need an office manager."--James Morrison, MD, Affiliate Professor, Department of Psychiatry, Oregon Health and Science University "Private practice involves a great deal of hard work, planning, and foresight. This book does a remarkable job of covering the broad range of concerns related to maintaining a practice based on sound risk management strategies plus current HIPAA regulations. Not only do the authors share ideas garnered from other experienced practitioners, but they also offer a wealth of reproducible forms and abundant supporting references. The fifth edition aptly addresses current technological advances, insurance complexities, and general consumer litigiousness. A 'must have' for anyone engaged in private practice."--Ann A. Abbott, PhD, LCSW, past president, National Association of Social Workers; retired Professor and Chair of Graduate Social Work, West Chester University "When I was training to be a therapist, I studied theory, psychopathology, and treatment--but not the nuts and bolts of running a practice. I learned the rules and policies that guide a successful practice 'on the job,' and it took a long time. The fifth edition of this amazing book contains all the essential information that I wish I had learned during my formal education. It includes expert guidance for therapists working in an environment dominated by social media. This is the ideal text for a practice-based class or one focused on professional issues, and serves as the seminal reference for therapists in private practice."--JoEllen

