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The Paper Office: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox) 4th (forth) edition

Edward L. Zuckerman PhD

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40 of 40 people found the following review helpful. Very comprehensive guide to practice detailsBy Brian D. BabiakI bought this book to get good forms for HIPAA consents etc in starting a new practice. It turned out not only to have a lot of legal details such as release of information forms and consent to privacy policies and consent to treatment, but it also had very good clinical templates which ended up changing some of my charting practices as well. It comes with a CD with every form in adobe pdf and word. The adobe forms can be printed out as is, and the word can be edited to suit your practice. It works in Vista with the new microsoft office word with no troubles. This book would be good for psychiatrists, psychologists, counselors or social workers in private practice or small clinic settings. It could also be useful for medical directors of mental health clinics as well. I wish it had been a little more inclusive of psychiatrists/psychologists with prescribing priveleges by having medication reconciliation sheets etc, but the author is

very open to communication, and I may share some of my templates with him for the next edition. A good and very practical book to mental health practice nuts and bolts. This does not tell you how to practice or how to do therapy, it's just how to be an administrator of a mental health practice. But there is no book like it I have found! 0 of 0 people found the following review helpful. Practice paperwork By mrob This book is just what I needed. I asked around for name, address, brief medical history forms and etc from friends but they couldn't help me. Then a psychologist in her own practice told me to buy this book. It was just what I needed for my new practice. Now it took me 8 hours to rearrange and sort through about 50 or 60 pages that I printed from the included CD. I got them down to about 15 pages for new clients to fill out. For me the forms had to be reworked because the "cont on page two" line was in the wrong spot most of the time. I had to put on my paperwork persona because the "counselor me" didn't want to do it. 1 of 1 people found the following review helpful. There still a great deal to do to the forms even after they ... By Apples &&&&& Oranges even though this was written in the 2000's - they were still recommending using a Roladex cards to send to potential contacts. There's almost too much variety in the situations covered. I was hoping for forms that were ready to have boxes entered into with out losing the formatting. There still a great deal to do to the forms even after they are downloaded.