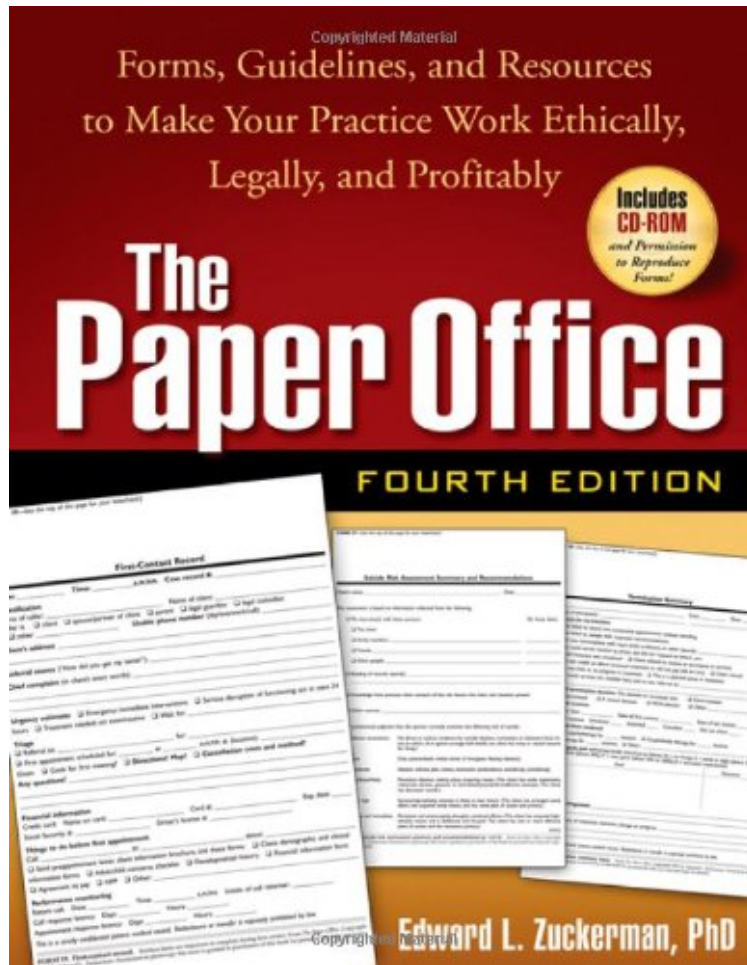


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The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox)

Edward L. Zuckerman
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Edward L. Zuckerman : The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox):

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 paperworkBy mrobThis 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 8hours to rearrange and sort through about 50 or 60 pages that I printed from the included CD. I got them down to about 15pages 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 amp;amp;amp; Orangeseven 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.

Providing essential recordkeeping and risk-reduction tools that every psychotherapy practice needs, this highly practical resource is now in a fully updated fourth edition. It is ideal for new practitioners who want to hit the ground running and for seasoned pros who want to streamline their paperwork and clinical efficiency. Presented are methods for assuring informed consent and documenting treatment planning and progress; advice on structuring fees, billing, coping with managed care, and marketing; forms and guidelines to facilitate HIPAA compliance; links to useful websites; and much more. More than 60 reproducible forms and handouts--in a ready-to-use, large-size format--can be copied from the book or customized and printed from the accompanying CD-ROM.

"Once again, Zuckerman illuminates the complexities of the day-to-day operation of clinical practice. Among other areas, readers will find the currency of the sections on suicide, violence, and the duty to protect and warn especially useful and informative. From informed consent through termination and record storage, this is an important, 'must-read' text and resource manual for practitioners and clinical trainees alike."--James R. Rogers, PhD, Co-Training Director, Collaborative Program in Counseling Psychology, University of Akron