



## The Paper Office: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (4th Revised edition)

By Edward L. Zuckerman

Guilford Publications. Paperback. Book Condition: new. BRAND NEW, The Paper Office: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (4th Revised edition), Edward L. Zuckerman, 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.



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