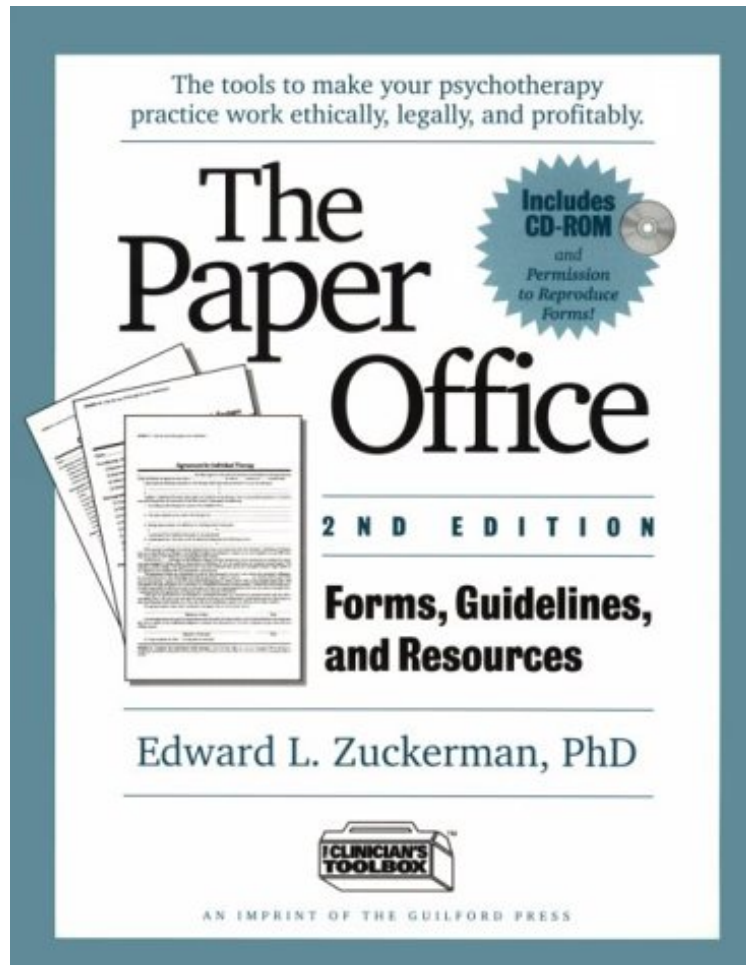


[Get free] The Paper Office Second Edition: Forms, Guidelines, and Resources: The Tools to Make Your Psychotherapy Practice Work Ethically, Legally, and Profitably (Includes Disk)

## **The Paper Office Second Edition: Forms, Guidelines, and Resources: The Tools to Make Your Psychotherapy Practice Work Ethically, Legally, and Profitably (Includes Disk)**

*Ph. D. Edward L. Zuckerman*

*ePub | \*DOC | audiobook | ebooks | Download PDF*



[Download](#)

[Read Online](#)

#3228504 in Books The Guilford Press 1997-03-28 Original language: English PDF # 1 11.00 x 8.75 x 1.00l, #File Name: 157230104X366 pages | File size: 25.Mb

**Ph. D. Edward L. Zuckerman : The Paper Office Second Edition: Forms, Guidelines, and Resources: The Tools to Make Your Psychotherapy Practice Work Ethically, Legally, and Profitably (Includes Disk)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Paper Office Second Edition: Forms, Guidelines, and Resources: The Tools to Make Your Psychotherapy Practice Work Ethically, Legally, and Profitably (Includes Disk):

0 of 0 people found the following review helpful. Not what is shown in picture. By JacquelyneI ordered this book upon recommendation of a colleague. Unfortunately, what I received was not the picture on the page. Additionally, the book

was torn and there was no 'disk' in the book as advertized. The picture on the page shows a CD being included. This book came stating that there was a disk. (Can anyone even use a disk anymore?) Then, the disk was missing. 0 of 0 people found the following review helpful. The paper officerBy SSBe sure the copy you are buying has the actual CD not the floppy disk. Mayby buy the most recent version if you really want the forms. 0 of 0 people found the following review helpful. What A Deal!By Al MillirenCan't beat this for 29 cents. Plus, it is a great resource. I have given several of these to friends and we all agree that this is a necessity for anyone in private practice.

This information-packed manual and CD-ROM provide the basic administrative forms that every independent or small group practice needs. Serving as a "malpractice risk reduction kit," The Paper Office, Second Edition will save therapists time while legally protecting them and their clients. Incorporating current ethical standards, the more than 50 ready-to-use forms, checklists, and handouts include client handouts on confidentiality, such as "What You Should Know About Managed Care"; a sample treatment plan for managed care organizations; therapy contracts for adults, children, and groups; and letters for releasing and requesting client records. The accompanying CD-ROM lets users load any of the forms and handouts into their word processing program and modify them as needed. Alternatively, all materials may be photocopied directly from the book. The CD-ROM also contains a CE test with which readers can earn continuing education credits approved by the American Psychological Association (for an additional fee).

"The materials in this book are comprehensive. Beyond their obvious value for experienced therapists, they are of use for introducing graduate students to the procedural dilemmas of clinical practice." --Peter A. Keller, Ph.D., Mansfield University, Mansfield, PA  
"I am very impressed with this book. It looks like it will be a great deal of help. Over the past 13 years, I have worked as a therapist in a variety of private and public (state and county) mental health settings. I have always prided myself in producing quality written work (reaction formation?), believing it is a necessary reality in today's world--if you have to do a task, you may as well do it well. I anticipate that I will find your book to be a valuable resource." --David Barbour, ACSW  
"This is the most awesome book I have read in some time. THANK YOU. I am an MSW LSW with a small private practice (under supervision of course) and this information will certainly help me. If you have any further updates or any other information please contact my e-mail site. Thank you." --Mark Mondoro, MSW LSW  
"I am presently involved in developing an accredited network of behavioral health providers and wish that each one of the provider organizations and practices would have had access to this manual. Many new policies and procedures had to be developed to be in compliance with the standards for accreditation and this manual would have greatly enhanced that process. I would encourage all practices, whether solo practitioner or group practices, to get a copy of this manual and review their policies, procedures and forms. This manual will greatly reduce the work required to position practices and organizations to meet the present and future demands of a rapidly changing process of provision and reimbursement for behavioral health care." --Robert Lesser, R.N., B.S.N., McHenry County Mental Health Board, Illinois  
FEEDBACK FROM USER SURVEY:  
"It made starting up my practice simple."  
"Very professional, covers almost every situation."  
"I am using the book and disk to help me understand what a private practice requires. It has been and is very helpful in that regard and I believe it will save time and money well worth the product's cost."  
"...one of the best products I have ever purchased. It has really saved me time."  
"This is an extremely useful book for would-be practitioners (students and recent graduates), too--it's clear and informative and appears to cover all the important bases."  
"I am very pleased with the product--it is very helpful in reinforcing my education and in taking me well beyond academics to practicalities."  
"I appreciate the information on ethics--it is helpful reminder and useful for practice."  
"...saves me from significant research, administrative, and office work time and effort...frees me to focus my efforts on the enjoyable aspects of my practice and professional life."  
"I have found it to be an excellent and modestly priced asset to my practice."