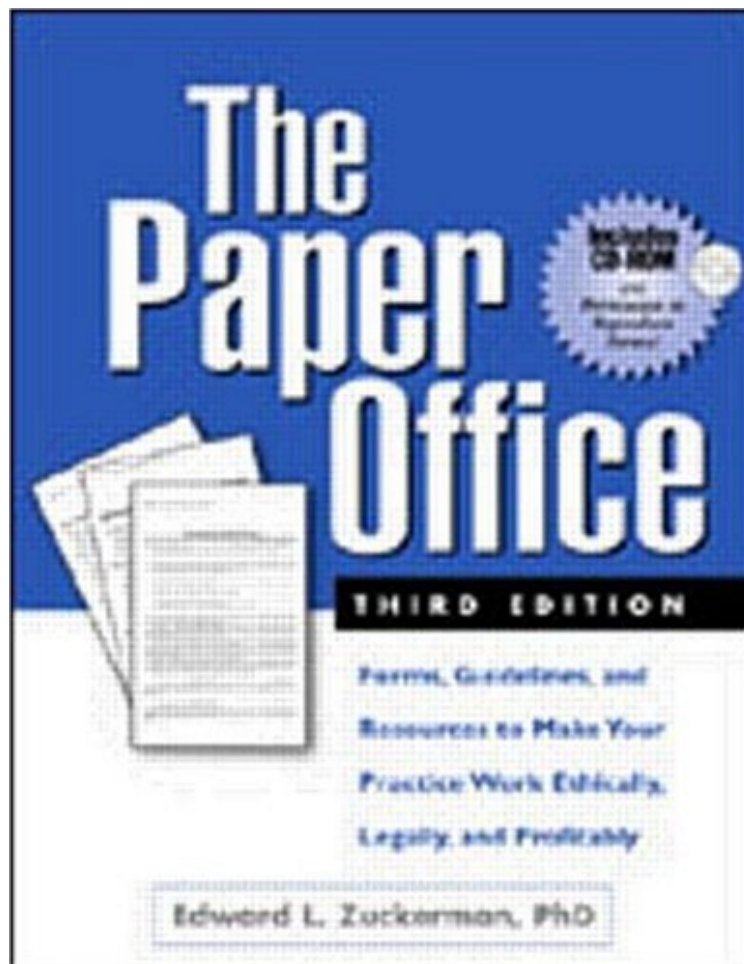


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# The Paper Office, Third Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably

*Edward L. Zuckerman PhD*

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**Edward L. Zuckerman PhD : The Paper Office, Third Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Paper Office, Third Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably:

2 of 2 people found the following review helpful. So useful! Highly recommended. By Self Employed in the North Country After several years at a CMHC, I recently launched a private practice. This book was enormously helpful. It got me to think through a variety of issues re: starting a practice, and provided many practical resources (eg URL's, books, etc) as well as the forms that can be downloaded and modified. Of all the practice-launching materials I obtained (and I looked at a lot of them), this was the most helpful by far. At first I hesitated because it is more

expensive than some others, but it has proven its worth repeatedly. (Oh, and it's a write-off, of course.) I highly recommend it. (BTW, when I was first starting out in the field, and even sometimes now, I found his book, "Clinician's Thesaurus," quite useful.) 0 of 0 people found the following review helpful. Extremely Informative By Customer This book was required for my graduate course. I found it extremely informative. I now have a better understanding of the ethics of private practice and the paperwork it entails. 0 of 0 people found the following review helpful. Must Have By happyiam This is an amazing book, and makes opening your own practice easy. I highly recommend this to all new therapist going into private practice.

This popular manual provides the clinical, financial, and legal record-keeping tools that every psychotherapy practice needs. It is ideal for new practitioners who want to hit the ground running and for seasoned pros who want to overhaul their paperwork and risk-reduction procedures. Provided are methods for documenting informed consent, treatment planning, and progress; advice on fee structures, billing, and marketing; tips on joining managed care panels and communicating with MCO reviewers; recommended online resources; and much more. Special features include 60+ forms and handouts/m-/in a ready-to-use, large-size format/m-/which may be duplicated directly from the book or from the accompanying CD-ROM.

"I went into private practice last year and this book became my practice bible. At first, it was alarming for me to think about the need for obtaining written consent, developing a business strategy, writing a notice of privacy practices, and all those other details. But that was a good thing, because it motivated me to work harder, and The Paper Office gave me practical tools to ensure I was providing the best care for my patients."--Gregory M. Martino, PhD, private practice, DuBois, Pennsylvania  
"Dr. Zuckerman's work is an excellent contribution to every clinician's set of practice procedures."--Bryant L. Welch, JD, PhD  
"Dr. Zuckerman has created a wonderful resource for mental health practitioners. I have sung the praises of The Paper Office for years in trainings I have conducted on ethical and legal issues in clinical practice. The third edition builds on the strengths of the second edition with practical, user-friendly information and forms related to ethical, legal, and clinical issues, and expands the contents to include timely information on managed care, HIPAA, malpractice issues, and more. This book will be very helpful to practitioners from all of the mental health disciplines, regardless of their experience level."--Eric M. Johnson, PhD, ABPP, Oregon Forensic Institute