



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

By Edward L. Zuckerman

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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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## **Editorial Review**

### Review

"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

"*The Paper Office* is already a classic in the field, but this fourth edition kicks it up to the next level. Zuckerman has packed this book full of helpful forms, checklists, and important information that all clinicians need to know. Best of all, it is written for both early-career clinicians and seasoned veterans. Graduate training programs committed to preparing their students for the real work of clinical practice would be wise to make this text mandatory reading."--David Verhaagen, PhD, ABPP, managing partner, Southeast Psychological Services, Charlotte, North Carolina

"*The Paper Office* is a comprehensive, hands-on resource for both the novice and seasoned clinician. The fourth edition incorporates changes in clinical practice, changes in relevant case law and statutes, and updated references to the literature. Zuckerman assists the clinician in developing and maintaining a state-of-the-art clinical practice, including record-keeping procedures that cover everything from each step of the treatment process through the closing of your practice at retirement. I have relied on *The Paper Office* for years, and will use the ideas in this newest edition to update my current practice! I recommend that clinicians from all areas of mental health embrace the ideas and consider using the forms contained in this highly useful book."--Jonathan W. Gould, PhD, ABPP, private practice, Charlotte, North Carolina

"How many times have you grumbled, while completing clinical, financial, and HIPAA records, 'There must be a better way!?' *The Paper Office* is that better way--the book and companion CD offer a treasure trove of clinical documents, financial tools, security procedures, consent forms, and record releases. This indispensable fourth edition is guaranteed to reduce your paperwork blues and make you a more savvy clinician!"--John C. Norcross, PhD, ABPP, Distinguished Professor of Psychology, University of Scranton

"The Paper Office should be among the most well-thumbed works in the library of virtually anyone in independent practice....Thoughtful perusal of and decision-making based on this volume's detailed, inclusive, carefully crafted information should well equip mental health practitioners to establish or update sound and effective practice procedures and materials. Various chapters walk readers through myriad ethical and practical considerations that should underlie the policies and procedures governing their business....Zuckerman's book goes far beyond the nuts and bolts of procedures and record-keeping, however. Much of its value lies in the information and advice it provides on practicing ethically—and on thinking through challenging or complex situations and decisions. In the third chapter, the book imparts what is perhaps the most concise and crucial advice, with a list of 22 steps for risk reduction. For these nuggets alone, I believe this work is worth its weight in gold....The Paper Office will provide a lifeline especially for

new psychologists when the mountain of knowledge necessary for running a practice looms so large. Veteran practitioners, too, will benefit from Zuckerman's newly revised book, particularly if they wish to review or revise their modus operandi or need help moving from handwritten charts into the electronic record-keeping age. Challenges large and small all seem more manageable with Zuckerman's thorough information, logically organized contents, and the sage know-how that comes from years of experience."

*(The National Psychologist 2008-08-28)*

#### About the Author

Edward L. Zuckerman, PhD, has worked with adults with developmental disabilities as well as those with severe alcohol addiction, acted as liaison with state hospitals, taught undergraduates, and been in the independent practice of general clinical psychology for many years. He now lives with his family in rural western Pennsylvania with horses, ducks, geese, chickens, and lots of mud and trees. There he consults and creates worthwhile practice tools for clinicians.

### **Users Review**

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In this 21st one hundred year, people become competitive in every way. By being competitive now, people have do something to make them survives, being in the middle of typically the crowded place and notice by means of surrounding. One thing that sometimes many people have underestimated this for a while is reading. Yeah, by reading a reserve your ability to survive enhance then having chance to stand up than other is high. For you personally who want to start reading any book, we give you this particular *The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox)* book as beginning and daily reading reserve. Why, because this book is greater than just a book.

##### **Jon Harrill:**

The guide untitled *The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox)* is the book that recommended to you to read. You can see the quality of the book content that will be shown to a person. The language that publisher use to explained their ideas are easily to understand. The article writer was did a lot of study when write the book, to ensure the information that they share to you personally is absolutely accurate. You also will get the e-book of *The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox)* from the publisher to make you much more enjoy free time.

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