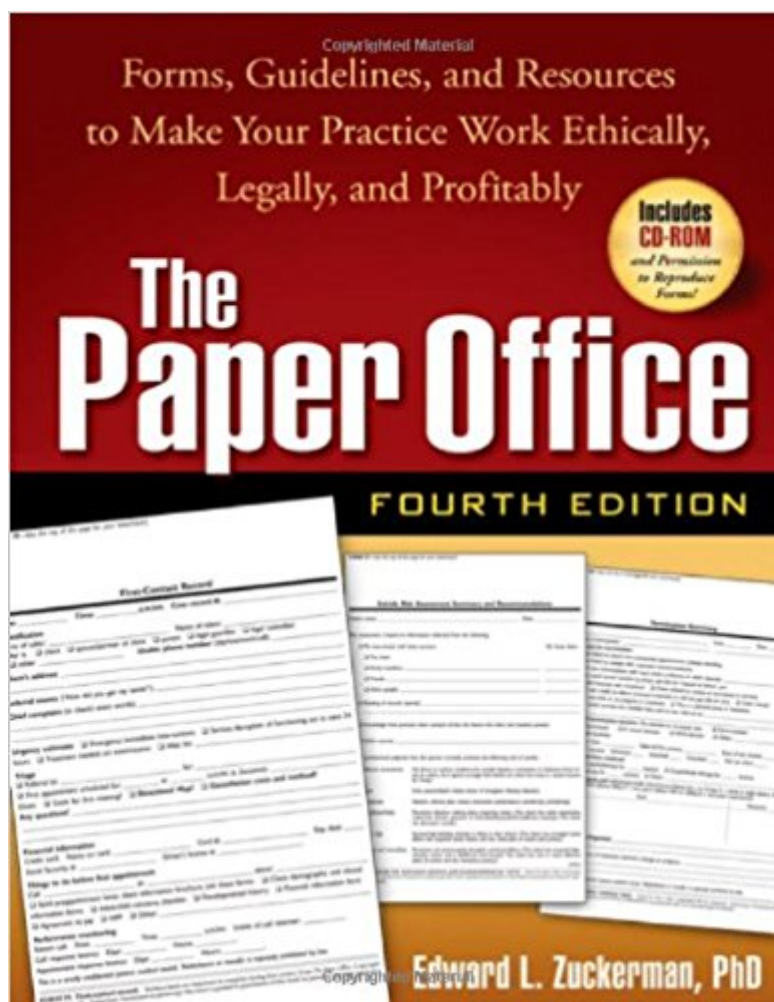


The book was found

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





## Synopsis

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.

## Book Information

Series: The Clinician's Toolbox

Paperback: 474 pages

Publisher: The Guilford Press; 4th edition (August 26, 2008)

Language: English

ISBN-10: 1593858353

ISBN-13: 978-1593858353

Product Dimensions: 1.2 x 8.5 x 11 inches

Shipping Weight: 2.5 pounds

Average Customer Review: 4.1 out of 5 stars 53 customer reviews

Best Sellers Rank: #111,539 in Books (See Top 100 in Books) #43 in Books > Law > Ethics & Professional Responsibility #125 in Books > Health, Fitness & Dieting > Psychology & Counseling > Psychoanalysis #259 in Books > Textbooks > Medicine & Health Sciences > Medicine > Clinical > Psychiatry

## Customer Reviews

"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)

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.

I 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 privileges 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!

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

even though this was written in the 2000's - they were still recommending using a Rolodex 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.

I used many of these documents as a template when I was setting up my private practice. Overall, it was useful to have some basic texts and checklists to work off of, but they did need substantial editing. I found the editing to be somewhat frustrating because of the format that they were in on the accompanying CD (and I don't know how it would work if you have a newer mac without a disc drive).

I am a minister for a small church and I wanted to expand an outreach ministry to include Pastoral Counseling in my community. I purchased this text to cut down on the time I needed to spend to draft all of my forms from the ground up. This text not only provided the forms that I needed, but many others that I had not even considered. Not only that, the text explained the rationale for needing the forms and how they can be used by various counselors. I am proud to say that this purchase saved me an incredible amount of money in the end in both time saved and attorney's fees. My attorney was impressed with the documents that I had tailored to my business. I must say this has helped my business in many ways.

I had already completed most of the paperwork and policies needed for started a counseling service but once I received this book I could easily see what mandatory forms I had forgotten! This is a must-read for anyone wanting to 'hang their own shingle' and start a counseling business.

Not bad for beginners. This is a good place to start your practice off. Not much value for people who have been in practice a while and who have already established their paper protocols.

This book, "The Paper Office" 4th edition, offers many ideas and instruction on the use of most of the forms anyone would need in a mental health office, especially if one is operating independent of being in a salaried position. I found the CD to be very user-friendly, and compatible with MS Word. The CD forms help me save huge amounts of time in establishing office procedures and writing up the forms that go with them. Wish I had this book and CD years ago!

[Download to continue reading...](#)

The Paper Office, Fourth Edition: Forms, Guidelines, and Resources to Make Your Practice Work Ethically, Legally, and Profitably (The Clinician's Toolbox) Clinician's Thesaurus, 6th Edition: The Guide to Conducting Interviews and Writing Psychological Reports (Clinician's Toolbox) Your Office:

Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Authoritative Guide to Self-Help Resources in Mental Health, Revised Edition (The Clinician's Toolbox) Paper Mache: The Ultimate Guide to Learning How to Make Paper Mache Sculptures, Animals, Wildlife and More! (How to Paper Mache - Paper Mache - Paper Crafts ... Mache for Beginners - Arts and Crafts) The Caregiver's Toolbox: Checklists, Forms, Resources, Mobile Apps, and Straight Talk to Help You Provide Compassionate Care Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Guitar Journal and Homework Book (Blue): TAB paper, Staff Paper, Manuscript Paper, Theory Tools, Practice Planner, Notebook Paper, Chord Charts, Goal ... Guitar Journal and Homework Book) (Volume 5) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) The Wheelchair Evaluation: A Clinician's Guide: A Clinician's Guide Will (Simple Form) - Legally Binding: Wills Legal Forms Book The Most Good You Can Do: How Effective Altruism Is Changing Ideas About Living Ethically Options Trading: Beginner Strategies And Techniques To Trade Options Profitably The Strategy and Tactics of Pricing: A Guide to Growing More Profitably Hyper Sales Growth: Street-Proven Systems & Processes. How to Grow Quickly & Profitably. Pharmaceutical Dosage Forms: Tablets, Third Edition (Three-Volume Set): Pharmaceutical Dosage Forms: Tablets, Volume 1, Second Edition ExecVisa: 6 ways to stay in USA permanently (Green Card) - 8 ways to work or do business legally in USA Airbnb Toolbox: How to Become an Airbnb Host, Make Money on Airbnb + Manage Your Vacation Rental (Includes Copy/Paste Templates): How to Profit From Your ... (Airbnb Books + How To Guides Book 1) Business and Legal Forms for Theater, Second Edition (Business and Legal Forms Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)