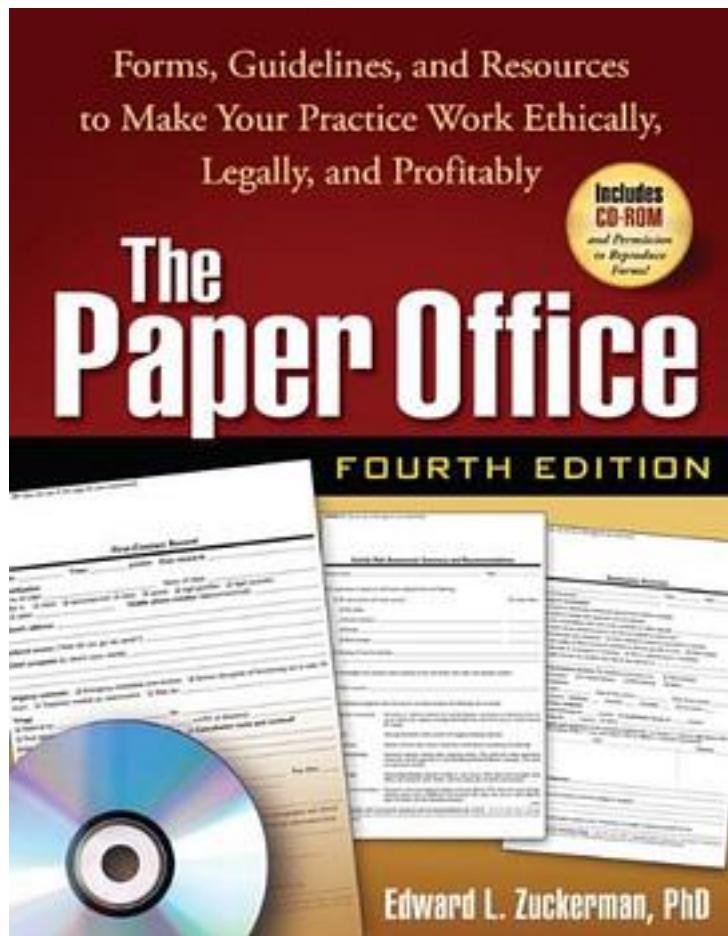


# The Paper Office



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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 in this work, 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. Sixty reproducible forms and handouts-in a ready-to-use, large-size format-can be copied from this book or customized and printed from the accompanying CD-ROM.

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