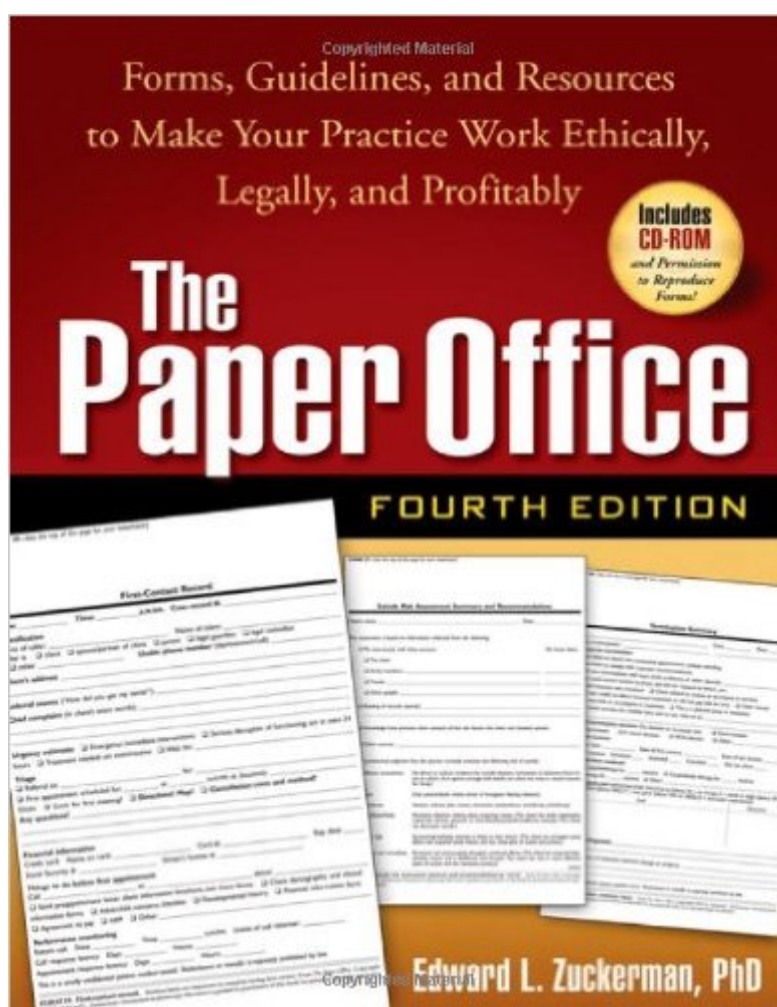


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# The Paper Office, Fourth Edition: Forms, Guidelines, And Resources To Make Your Practice Work Ethically, Legally, And Profitably (The Clinician's Toolbox)



## 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

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Average Customer Review: 4.3 out of 5 stars Â See all reviews Â (49 customer reviews)

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## Customer Reviews

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!

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.

As both a lawyer and psychologist I purchased this book when opening my practice because it was so highly recommended and contained many customized forms. The book is extensive and delivers what it promises, but it's just plain overkill. The typical clinician doesn't need the vast majority of these forms. Moreover, the tone of the book exaggerates legal liability and utilizes fear of lawsuits to push a false sense that CYA through forms will protect you. You really don't need to spend \$45 to get the forms you'll need to operate a practice safely and effectively.

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!

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.

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 love this book. I am so grateful to the author for sharing his insights AND his paperwork (on CD) for those of us trying to start our own business. He makes sure everything is covered. He also made a wonderful CD (actually it was a lecture) on legal and ethical considerations while working as an independent therapist. (That's available through [pesi.com](http://pesi.com))

The book itself is more of a table of contents to find what you need so you could then access it on the CD and customize it for your purposes. This is a well thought out resource that's obviously been around and refined (4th edition). The author goes to great lengths to improve this product with each revision. It is inexpensive and indispensable for any therapist in private practice.

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