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Ph. D. Edward L. Zuckerman

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This information-packed manual and CD-ROM provide the basic administrative forms that every independent or small group practice needs. Serving as a "malpractice risk reduction kit," *The Paper Office, Second Edition* will save therapists time while legally protecting them and their clients. Incorporating current ethical standards, the more than 50 ready-to-use forms, checklists, and handouts include client handouts on confidentiality, such as "What You Should Know About Managed Care"; a sample treatment plan for managed care organizations; therapy contracts for adults, children, and groups; and letters for releasing and requesting client records. The accompanying CD-ROM lets users load any of the forms and handouts into their word processing program and modify them as needed. Alternatively, all materials may be photocopied directly from the book. The CD-ROM also contains a CE test with which readers can earn continuing education credits approved by the American Psychological Association (for an additional fee).

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