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*Edward L. Zuckerman PhD*

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This popular manual provides the clinical, financial, and legal record-keeping tools that every psychotherapy practice needs. It is ideal for new practitioners who want to hit the ground running and for seasoned pros who want to overhaul their paperwork and risk-reduction procedures. Provided are methods for documenting informed consent, treatment planning, and progress; advice on fee structures, billing, and marketing; tips on joining managed care panels and communicating with MCO reviewers; recommended online resources; and much more. Special features include 60+ forms and handouts/m-/in a ready-to-use, large-size format/m-/which may be duplicated directly from the book or from the accompanying CD-ROM.

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