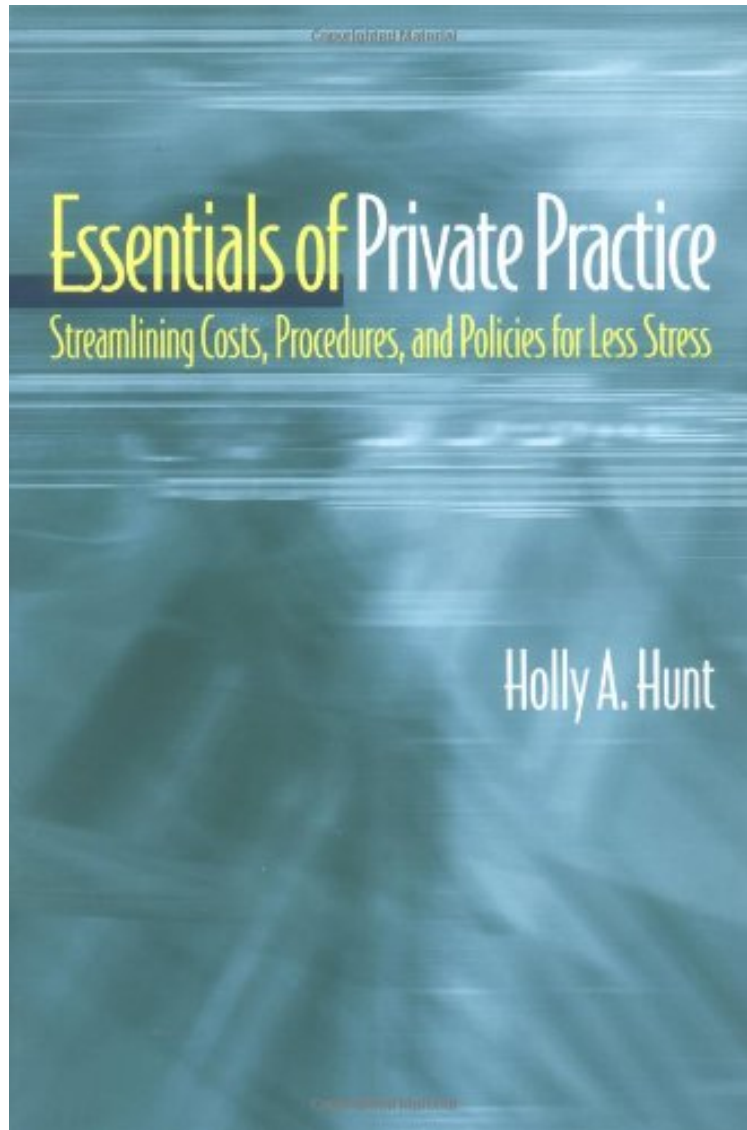


(Ebook free) Essentials of Private Practice: Streamlining Costs, Procedures, and Policies for Less Stress

# Essentials of Private Practice: Streamlining Costs, Procedures, and Policies for Less Stress

Holly A. Hunt

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**Holly A. Hunt : Essentials of Private Practice: Streamlining Costs, Procedures, and Policies for Less Stress** before purchasing it in order to gage whether or not it would be worth my time, and all praised Essentials of Private Practice: Streamlining Costs, Procedures, and Policies for Less Stress:

3 of 3 people found the following review helpful. Pretty good, if only for reassuranceBy Small TownI enjoyed the book and found many of the suggestions useful. For someone in the fourth year of practice, it was reassuring to know

that I had made some sound decisions based on the authors recommendations. I also found some suggestions on how to manage some pitfalls that I am now experiencing. Overall a useful read for those in private practice. 3 of 5 people found the following review helpful. Essentials of Private Practice By Kim I have been wanting to take the leap to private practice for sometime now and just haven't had the courage... a little scary to be off on my own. I have friends who have encouraged me so I needed a little more guidance. This book really helped me with seeing that YES it is doable and I can do it. It is an easy read with lots of basic, common sense info plus stuff I didn't really think about. Knowing the basics about business and then that being confirmed really helps with the confidence aspect. This book has lots of great stuff you need, precautions to take and how to plan your approach. 7 of 11 people found the following review helpful. Not worth reading. By J.I remain interested in learning everything I can about running a bottom-line-focused practice. That includes, of course, an appropriate number of satisfied patients, appropriate spending, forward-thinking staff, etc. These are essentials in keeping a private practice in business these days. But, this book does not provide enough details towards this end. For example, almost the entire first half of the book is dedicated to finding a place to set up your business and also how to work within a group of providers (what that has to do with private practice is lost on me). If I had to do it over, I would not have invested in this book. I suggest you save your money and get it from the library if you are curious. If you want to spend money on a good book that is focused on the bottom-line, read "Maximizing Billing and Collections in the Medical Practice" by the AMA--you can buy it used on Amazon: Maximizing Billing and Collections in the Medical Practice It's full of insight on how to set up and keep your practice in business.

Are you in private mental health practice? Are you planning to be soon? Perhaps you are in graduate school and already dreaming about having your own practice? Maybe you are newly-licensed and preparing to be your own boss. Or perhaps you have been working hard in a group practice for several years but are frustrated by not taking home a substantial share of the income. Wherever you are in the early stages of your career, Essentials of Private Practice can help you get started. Using lessons learned from years of different practice arrangements, Holly Hunt has assembled a collection of effective strategies that will help mental health professionals successfully establish and maintain their private practices. Because graduate school does not typically provide crucial practice management skills, Hunt guides readers through all the fundamental issues ranging from choosing an office in an area whose demographic you want to work with, to covering important first-session policies and paperwork with new clients, to dealing with clients' insurance carriers and getting paid quickly. Increasing efficiency while reducing costs and stress are the themes central to Hunt's practical suggestions to private practitioners. Dividing the book into three primary strategies--lowering overhead expenses, simplifying daily procedures, and implementing efficient client policies--she advises readers on a wide range of practice issues. From locating a safe and accessible office to navigating the lease/sublease option and deciding on phone, pager, and voicemail systems, all the practice basics are addressed. More complex issues are also covered, including making an initial assessment of income base and expenses before launching a private practice, leaving a group and going solo, establishing an expense-sharing arrangement, verifying client's benefits before beginning treatment and keeping billing procedures organized to facilitate insurance payments. In addition, key strategies are detailed to enhance client treatment and ensure payment for services, ranging from collecting client fees, to implementing a successful cancellation policy, and establishing effective phone practices and policies. Filled with highly useful, streamlining steps from a seasoned practitioner, Essentials of Private Practice is a crucial resource for all those in or seeking to create a private practice, teaching professionals how to retain more income, preserve time and energy, and minimize stress in their day-to-day practice.

...concise, yet rich, portrait of ways to improve your practice and make it the most profitable business it can be. -- Seth Krauss, LCSW, BCD, California Association of Marriage and Family Therapists, The Therapist An extremely well written, practically-oriented, 'how-to' blueprint for establishing oneself in private practice...a valuable refresher for more senior colleagues. -- Pat De Leon, Ph.D. MPH, Former President, American Psychological Association An outstanding guide for running a successful practice. . . an essential resource that should have a place in every practitioner's library. -- Concepcion Barrio, Ph.D., Associate Professor, San Diego State University School of Social Work Having Essentials of Private Practice on your bookshelf is like having a professional consultant on call. -- Jana N. Martin, Ph.D., Past President, The California Psychological Association I found extremely useful tips that I only wish I had known. . . highly recommended for beginning and experienced therapists alike. -- The Oklahoma Psychologist, Douglas O. Brady, Ph.D., Winter 2005 Provides information, ideas, tools and strategies to enable the practitioner to thrive under a variety of circumstances. -- The National Psychologist, Stuart W. Bassman, Ed.D. This is an invaluable tool for any practitioner and will save you time, money, and personal frustration. -- Sean Barford, Psymposium About the Author Holly A. Hunt, Ph.D., is a psychologist, author, and speaker based in Southern California, where she first established her private practice in 1990. She is the past chair of the Practice Management Committee of the San Diego Psychological Association. For more information visit

