

6.5 HRS
OF CE
CREDIT

PRIVATE PRACTICE INTENSIVE: LEGAL & ETHICAL MANAGEMENT
SATURDAY NOVEMBER 7, 2020 9AM-4PM

Email bmelton@homesc.com or text (843) 834-7859 *to be sure there is still room*

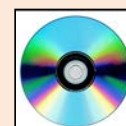
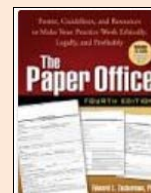
"THE COTTAGE" – 122 ALICIA DR., SUMMERVILLE
Especially designed to help establish or enhance a private practice

LIMITED
to 10
ATTENDEES

Speaker: Barbara Melton, M.Ed., LPC, LPCS, LAC, NCC, MAC, CAC-II has been in private practice in the Charleston area since 1991. In her previous life she was a paralegal for a law firm, as well as a family court mediator. She is a seasoned clinician and businesswoman and is an adjunct professor, national trainer, and published author with Random House/Doubleday Books. She has also appeared as an expert witness in a number of court cases and often consults with clinicians and supervises clinicians seeking licensure as LPCs and certification in addictions. She will take you through the nuts and bolts of opening or enhancing a private practice and discuss how to thrive in today's market!

IN ADDITION TO EARNING 6.5 HRS OF CE CREDIT, YOUR PAID REGISTRATION INCLUDES:

- A [used] copy of "THE PAPER OFFICE, 4th Edition" which has hundreds of forms you can use in your practice which can be downloaded from a disc *which is included with the book*
- Box lunch and snacks/drinks/coffee/water throughout the day
- 6 hrs. specifically geared towards Ethics to satisfy licensure/certification requirements
- Your choice of CD or flashdrive with over 150 pages of practice management forms, DSM-5 assessment instruments, articles, sample letters, a managed care list, and tools for your private practice
- Individualized attention: each participant will be asked to send in 5 specific questions which will be addressed
- Maximum coverage of topics YOU want – size limited to only 10 participants (**note refund policy**)



THE
BASICS
&
MORE!

SOCIAL DISTANCING/1 PERSON PER 6 FT TABLE/LARGE TRAINING AREA/AREA DISINFECTED/SANITIZING STATIONS

Limited
Seats

**ENROLLMENT LIMITED TO 10 PERSONS!
REGISTER TODAY TO ENSURE YOUR SPOT!**

Register
NOW!

WHAT YOU WILL LEARN:

- Tips on Establishing, Maintaining and Growing an Ethical and Innovative Practice in the field of Counseling
- How to handle "tricky situations" in practice through discussion of case scenarios
- About abuse and criminal issues, including mandated reporting, and duty to warn requirements
- The limits of confidentiality and related issues, dual relationships and boundary crossings or violations
- How to avoid disciplinary actions (through review of LLR Board action taken where grievances have been filed)
- The court experience and how to respond to record requests and subpoenas
- How to ensure your practice has the necessary forms to run efficiently and legally
- How to diversify your practice to maximize your income, including tele-mental health tips
- How to apply to managed care panels, and issues regarding diagnosis and billing practice information
- Risk management tips, including safety issues and tips on how to handle yourself in a crisis
- An ethical Decision-Making Model (helpful in cases where your judgment is questioned)
- Recommendations for liability coverage, practice location; info re business license, NPI number, & business structure
- Advertising/marketing information – what works and what doesn't work
- Recommended Practice Management books available onsite for a fraction of retail cost, to Include books on anger/stress management, anxiety, depression, trauma, etc. We will specifically discuss use of books, assessments & various tools to enhance your practice.
- And more! Questions encouraged all day so as to get your money's worth!



A BARGAIN FOR \$149 if postmarked or registered by 10/31/20; \$15 add'l fee after 10/31

REGISTRATION FORM

PRIVATE PRACTICE WORKSHOP 11/7/20

Email bmelton@homesc.com or text (843) 834-7859 *to be sure there is still room*

Name: _____

City: _____ Cell Phone: _____

Email address: _____

Registration Fee if postmarked by 10/31/20 **\$149.00**

Book and Lunch included at no add'l cost (Please advise if any special food limitations)

Late fee if postmarked after 10/31/20 **15.00**

TOTAL AMOUNT ENCLOSED/DUE: \$_____

Checks should be made payable to "Counseling Associates" and mailed to PO Box 3483, Summerville, SC 29484

All major credit/debit cards and Paypal accepted. Cash also accepted on-site. To use your credit/debit card, provide the following info:

Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Zip Code: _____

To use Paypal, provide the email address you wish the Paypal invoice to be sent to and you will be sent a Paypal invoice:

Registrations can be mailed to Counseling Associates, PO Box 3483, Summerville, SC 29484; or scanned/mailed to bmelton@homesc.com; or faxed to (843) 821-3701 (when answering machine comes on, press SEND)

Refund Policy: Generally a full refund can be expected with 10 day notice to bmelton@homesc.com; substitutions are acceptable with telephone notification. This is a strictly limited training and it is unlikely we can get someone to take your place, hence the lengthy time needed for non-attendance. If related to sudden illness of self or family, an exception may be made.