

## **APPENDIX D**

### **UTILIZING THE APA AND ITS RESOURCES**

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The following are APA departments and services that you can take advantage of as an APA member, along with their phone numbers and brief descriptions. Bulleted items are products or services that fall under the department.

***AMERICAN JOURNAL OF PSYCHIATRY (AJP)*** (703) 907- 7884

APA members receive this monthly scientific journal free of charge. As the official journal of the APA, the *AJP* covers all of the latest clinical, biological, and research-oriented undertakings in psychiatric medicine. It is considered vital reading for all psychiatrists.

**AMERICAN PSYCHIATRIC FOUNDATION** (703) 907-8512

The Foundation is a charitable and educational subsidiary of the APA. Its mission is to improve the lives of patients, families, and their communities through support of education, advocacy, and research that advances the understanding, prevention, and treatment of mental illness.

The Foundation administers a grants program that provides funding for projects and activities that raise awareness of mental illness and the importance of seeking timely treatment. It supports research through APIRE (see directly below) that enhances access to quality mental health services. In addition, it manages targeted public education activities such as the National Partnership for Work Place Mental Health, which seeks to educate employers and employees about the benefits of a mentally healthy workforce and the Minority Mental Health Awards Program, which recognizes exemplary individuals and programs that are raising awareness of mental health issues and reducing barriers to care in minority communities.

**AMERICAN PSYCHIATRIC INSTITUTE FOR RESEARCH AND EDUCATION (APIRE)** (703) 907- 8629

The Institute for Research and Education conducts programs and projects of national significance. Although it is a separate entity, the institute is affiliated with the APA and maintains close ties with the Office of Research. The Practice Research Network (PRN), a network of APA members who collaborate to conduct clinical and health services research, is one of the ongoing projects of the Institute for Research and Education.

**AMERICAN PSYCHIATRIC PRESS, INC. (APPI)****(800) 368- 5777**

APPI prints and sells the DSM-IV and all other APA publications.

**ANNUAL MEETINGS DEPARTMENT (AMD)****(703) 907- 7822**

The Annual Meetings Department coordinates the logistics and scientific programs of APA's Annual Meeting and the Institute on Psychiatric Services. The AMD works closely with the Scientific Program Committees of the meetings on the oversight, selection, and presentation of formats for continuing medical education (CME) credit. The AMD is also responsible for all logistical arrangements for governance meetings (Board of Trustees, Area Councils, Assembly, and fall component meetings), in addition to other meetings of the APA.

**ANSWER CENTER****(888) 357-7924 or (703) 907- 7355**

The Answer Center is the place to start if you want general information or do not know with whom you need to speak for specific information. An Answer Center coordinator will either provide you with the information you need or direct you to the person in the APA who can best address your questions or concerns.

**APA'S MANAGED CARE HELP LINE****(800) 343- 4671**

Call this toll-free phone number or send an e-mail to [hsf@psych.org](mailto:hsf@psych.org) for assistance with questions, to register complaints, or for information on managed care organizations (including Medicare) and/or managed care issues.

**DIVISION OF EDUCATION, MINORITY, & NATIONAL PROGRAMS****(703) 907- 8631**

The Division of Education, Minority, and National Programs oversees the work of the Office of Graduate and Undergraduate Education, the Office of CME, the Office of Career Development and Women's Programs, the Office of Ethics and DB/SA Relations, the Office of Minority and National Affairs, and the Departments of Annual Meetings and Membership. The APA Answer Center and the APA Library and Archives are also part of this division. For more information about the individual offices, see their separate listings.

**DIVISION OF GOVERNMENT RELATIONS (DGR)****(703) 907- 7800**

The Division of Government Relations is the APA's advocacy arm. At the national level, DGR advises Congress, the White House, and the federal agencies on APA positions and priorities; lobbies Congress and the federal agencies on legislation and regulations of concern to APA members (including laws and regulations affecting the practice of psychiatry and psychiatric reimbursement); and acts as a resource to facilitate communication between psychiatrists and their federal legislators and regulators. At the state level, DGR

provides resource assistance to the District Branches/State Associations on state legislative and regulatory issues, serving as a clearinghouse on these key issues. In addition to tracking healthcare legislation affecting psychiatrists and their patients, as part of its state-level assistance DGR provides on-site training programs to the DBs on grassroots advocacy.

## **DIVISION OF RESEARCH**

**(703) 907- 8627**

The Division of Research coordinates the development of updates of the Diagnostic and Statistical Manual of Mental Disorders (DSM), currently in a revised text of its fourth edition. The division is also in charge of reviewing scientific developments on behalf of the APA to assess their health policy implications. Dissemination of information about research results and about funding opportunities for research and research training are also coordinated by the Division of Research.

- ***Diagnostic and Statistical Manual of Mental Disorders* (800) 368-5777**  
*Fourth Edition, Text Revision*

The last few years have seen many advances in our knowledge of psychiatric illnesses. The *DSM-IV Text Revision* bridges the gap between *DSM-IV* and *DSM-V* to ensure that the most relevant new information since the *DSM-IV* literature review in 1992 is made available. Specifically, new information on associated features, including associated laboratory and physical findings, has been added for many of the disorders; sections on prevalence, gender, age, culture, course, and familial pattern have also been revised to reflect recent research findings; more comprehensive differential diagnoses have been incorporated for many of the disorders; and changes have been made in the diagnostic coding procedures.

- ***Handbook of Psychiatric Measures* (800) 368-5777**

The *Handbook of Psychiatric Measures* describes how to choose and use psychiatric assessment tools and evaluate available measures. These measures cover a range of domains of assessment, including symptoms, functions, and outcomes. The psychiatric measures are evaluated for their components, reliability, validity, strengths, and weaknesses. The manual's main purpose is to provide clinicians working in mental health or primary care settings with a compendium of the available rating scales and tests that may be useful in the clinical care of their patients or for their interpretation of treatment and services research studies.

## **LIBRARY AND ARCHIVES**

**(703) 907- 8648**

The APA Library is responsible for maintaining an array of psychiatric literature and is able to conduct on-line searches. It also archives APA documents and is

the repository for many historic books and manuscripts dealing with psychiatric issues.

**DEPARTMENT OF CONTINUING MEDICAL EDUCATION (703) 907- 8663**

The Department of Continuing Medical Education (DCME) holds primary responsibility for developing CME policies and programs, and for ensuring they comply with all APA, Accreditation Council for Continuing Medical Education (ACCME), and Food and Drug Administration (FDA) requirements. The DCME is also responsible for maintaining the APA's accreditation with the ACCME, which is critical to sponsorship of CME activities. In order to develop programs of interest and value to members, the DCME carries out a variety of ongoing needs-assessment activities.

The office provides sponsorship for APA Annual Meetings and regional meetings, and also participates in joint sponsorship of CME activities with District Branches that belong to the Subcommittee on Joint Sponsorship. DCME staff also oversees the develops and administers self-study and self-assessment programs, including *Focus: The Journal of Lifelong Learning in Psychiatry*, APA Practice Guidelines, and online CME programs on the APA website that can be accessed at <http://www.psych.org/cme/>.

The APA's Board-mandated CME requirement is implemented by the DCME. DCME staff processes members' CME report forms and distributes CME certificates. The department also maintains reciprocity with the American Medical Association for its Physician Recognition Award. The APA CME report form is available by calling 703-907-8663, or it can be completed online on the APA website.

**OFFICE OF ETHICS & DISTRICT BRANCH/STATE (DB/SA) ASSOCIATION RELATIONS (703) 907- 8589**

In keeping with the APA's strategic goal of defining and supporting professional values, this office works closely with the Ethics Committee and the District Branches to ensure ethics education and enforcement are carried out. The District Branch/State Association Relations function of this office has a focus on advocacy, working with offices throughout the APA to ensure that issues critical to the District Branches receive proper attention and resolution.

**OFFICE OF HEALTHCARE SYSTEMS AND FINANCING (HSF) (703) 907-7320**

The Office of Healthcare Systems and Financing (formerly the Office of Economic Affairs and Practice Management) handles practice management issues for APA members. These include issues relating to coding, managed care, and Medicare, as well as any other problems that may arise during the course of maintaining a psychiatric practice. The office maintains the Managed

Care Help Line (800-343-4671) where members can call for assistance with questions relating practice management.

- ***Psychiatric Practice & Managed Care*** (800) 343-4671  
This bimonthly column in *Psychiatric News* covers practice management issues critical to psychiatrists, including billing and coding, Medicare, industry updates, contracts, office procedures, and finances.
- ***Mental HealthWorks*** (800) 343-4671  
This is a quarterly publication for psychiatrists and corporate leaders that covers the link between work and mental health. It is sent free of charge to 10,000 APA members and 15,000 business executives through an educational grant from Cyberonics. APA members who wish to receive a subscription should call 800-343-4671.
- ***CPT Handbook for Psychiatrists, 2nd Edition*** (800) 368-5777  
The 1998 CPT Handbook thoroughly covers all of the psychiatric codes and explains in detail how and when to use them. It can be ordered by calling American Psychiatric Press, Inc. at the above number.
- ***Educational Handouts*** (800) 343-4671  
The Office of Healthcare Systems and Financing provides information on many issues that have been found to be of particular concern to APA members. The topics available in free educational handouts include:
  - Opting Out of Medicare*
  - Terminating Patient Relationships*
  - Outcomes Assessment*
  - Medicare Coding and Compliance*
  - Avoiding CPT Coding Problems*
  - Medicare Appeals*
  - Guidelines of Practice for Managed Care Reviewers*
  - Medicare Private Contract Templates\**
  - Sample Patient Satisfaction Survey\**

\* these documents are included as appendices in this book

**OFFICE OF HIV PSYCHIATRY** (703) 907- 8668

This office was established to support psychiatrists who are involved in providing care for people with HIV/AIDS. For more specific information, call or visit their website, [www.psych.org/aids/](http://www.psych.org/aids/).

**MEMBERSHIP DEPARTMENT** (703) 907-7360

The Membership Department has overall responsibility for APA membership business operations. The department works closely with the District Branches to process new member enrollments and reinstatements. Staff also manage the membership invoice and renewal process, facilitate member class and status changes, coordinate the Fellowship application and Distinguished Fellowship nomination processes, and help coordinate District Branch transfers of membership.

## **MEMBER SERVICES**

**(888) 357- 7924**

The Office of Communications manages a number of practical member benefits, including the ones listed below. For a complete listing of services currently available to members call the office.

- **MBNA Credit Cards**

Through MBNA America Bank, APA offers an array of products that can help you finance business and personal expenditures, generate interest income, and increase your cash flow:

APA Platinum Plus Card – no annual fee, higher credit lines, special promotional APR on balance transfers and cash advances, and an optional travel rewards program. Call 1-800-457-3714.

APA Gold Option – fixed-term, fixed payment unsecured loan, perfect for bill consolidation and major expenditures. Call 1-888-727-7337.

APA GoldReserve – check accessed line of credit up to \$25,000, for large-ticket purchases or emergency cash. Call 1-800-847-7378.

APA MasterCard BusinessCard – separate account for practice-related expenses. Call 1-800-673-1044.

APA GoldSavers Money Market Account and GoldCertificate DC Account. Call 1-800-725-1243.

- **APA Job Bank**

The APA's Job Bank allows you to search for jobs by specialty and geographic location. You can also just post your resume online and let employers find you. Employers list open opportunities online and can access the candidates' database. The Job Bank can be accessed through the APA website or by calling 888-884-8242.

- **The Psychiatrists' Program**

The Psychiatrists' Program provides professional liability insurance coverage for psychiatrists and mental health professionals. Unlike most professional liability insurance programs, it has only one focus: psychiatry. Policies and services are tailored to meet the needs of psychiatrists. The Psychiatrists' Program can be reached by regular mail at 1515 Wilson

Boulevard, Suite 800, Arlington, VA 22209-2404, by e-mail at [theprogram@prms.com](mailto:theprogram@prms.com) or by phone at 800-245-3333. You can also visit their website at [www.psychprogram.com](http://www.psychprogram.com).

- **Capital for Knowledge**

This educational loan program is designed to help APA members meet all of their family's education financing needs. A 5-minute pre-approval is available and funds may be disbursed within 24 hours of final approval. Call 888-651-5626 or visit [www.capital4u.net/apa](http://www.capital4u.net/apa) for more information.

- **Magazine Subscription Services**

APA members can receive discounts on subscriptions to hundreds of popular magazines. Call 800-289-6247 or visit [www.buymags.com/psych](http://www.buymags.com/psych).

- **Retirement/ Financial Services**

Grande Financial Services, Inc. (GFS) a registered investment advisory firm headquartered in New Jersey has administrated the APA Member Retirement Program since 1990, serving to date over 5,000 members. Call 800-262-9110 or visit [www.raymondjames.com/grande](http://www.raymondjames.com/grande) for more information.

- **Car Rental Discounts**

Alamo - [www.alamo.com](http://www.alamo.com) or 800-354-2322

APA Member Discount Code: 275562

Rate Code: BY

Avis - [www.avis.com](http://www.avis.com) or 800-698-5685

APA Member Discount Code: A88000

Hertz - [www.hertz.com](http://www.hertz.com) or 800-654-2210

APA Member Discount Code: 422054

National - [www.nationalcar.com](http://www.nationalcar.com) 800-CAR-RENT

APA Member Discount Code: 5601333

- **Legal Consultation Plan**

For an annual fee the Legal Consultation Plan offers legal consultation related to your psychiatric practice. It provides APA members with practice-related legal consultations and contract reviews (the Legal Consultation Plan is not available in the state of North Carolina).

Contact Anne M. "Nancy" Wheeler, J.D. at Legal Consultation Plan, P.O. Box 10117, Silver Spring, MD 20914 or by calling 301-384-6775.

**OFFICE OF MINORITY AND NATIONAL AFFAIRS (OMNA) (703) 907- 8639**

The Office of Minority and National Affairs seeks to bring a more powerful voice to the minority and under-represented groups within psychiatry. The office handles three resident fellowships, the APA/SAMHSA Minority Fellowship, the APA/AstraZeneca Minority Fellowship, and the APA/GlaxoSmithKline Fellowship; minority caucuses; and awards for these groups.

- ***The International Psychiatrist* (703) 907- 8639**  
This newsletter, which is published three times each year, provides information of interest to international medical graduates.

**DIVISION OF COMMUNICATIONS & MARKETING (703) 907- 7324**

The Communications and Marketing disseminates information about psychiatry to the public and serves as the voice of the association when it deals with the media on association issues. It also provides technical media relations assistance to District Branches and State Societies as well as to individual members.

**OFFICE OF QUALITY IMPROVEMENT AND PSYCHIATRIC SERVICES (QIPS)  
(703) 907- 8608**

This office promotes the use of scientifically valid data and accumulated clinical experience to inform the processes of clinical and policy decision making (e.g., it produces the APA's Practice Guidelines). The office initiates, comments on, and disseminates standards of care for use by clinicians, organized systems of care, and quality oversight organizations (e.g., it coordinates the association's comments on standards of the Joint Commission on Accreditation of Healthcare Organizations and the National Committee on Quality Assurance). It advances the APA's efforts to identify and promote quality indicators and performance measures. The office also advocates for special populations: children, adolescents, individuals with substance use disorders, the severely and persistently mentally ill, and others. In addition, it promotes several special interest caucuses, including ones for psychiatrists working in state hospital settings, for the VA, in correctional systems, and in rural areas.

- **Practice Guidelines (800) 368-5777**  
The APA's practice guidelines are designed to assist psychiatrists in clinical decision-making when treating patients with psychiatric illnesses. The guidelines are published as supplements to the *American Journal of Psychiatry*, online on the American Psychiatric Association website at <http://www.psych.org>, and as monographs or in compendiums published by American Psychiatric Publishing, Inc. A *Quick Guide to the Practice Guidelines* is also available. To order practice guidelines publications, call

1-800-368-5777 or visit the APPI website at <http://www.appi.org> .  
Guidelines on the following topics are available:

Psychiatric Evaluation of Adults, 1995  
Delirium, 1999  
Alzheimer's Disease and Other Dementias of Late Life, 1997  
HIV/AIDS, 2000  
Substance Use Disorders, 1995 (revision expected in 2004)  
Schizophrenia, 1997 (revision expected in 2004)  
Major Depressive Disorder, 2000  
Bipolar Disorder, Second Edition, 2002  
Panic Disorder, 1998  
Eating Disorders, Second Edition, 2000  
Borderline Personality Disorder, 2001  
Suicidal Behaviors, 2003

Continuing medical education courses based on the practice guidelines are available at <http://www.psych.org/cme>.

### **PSYCHIATRIC NEWS**

**(703) 907- 8570**

Published on the first and third Friday of each month, *Psychiatric News*, which is free to APA members, serves as a valuable medium for communication between the association and its membership. The newspaper keeps members up-to-date on all of the latest psychiatric news, including public mental health issues, meetings, and, in general, all APA activities.

### **PSYCHIATRIC SERVICES**

**(800) 368-5777**

Formerly known as *Hospital and Community Psychiatry*, this monthly journal is an interdisciplinary publication that is available only through paid subscription. A one-year subscription is \$64 for individuals, \$136 for institutions, and \$22.50 for students. *Psychiatric Services* is available free of charge to psychiatric residents.