

**Quick Practice Info Guides**  
**APA/Office of Healthcare Systems & Financing [OHSF]**  
**For a copy, Members may email or call:**  
**[hsf@psych.org](mailto:hsf@psych.org) • 800.347.4671**

- **Understanding Parity**
- **Medical Necessity, AMA's Definition of**
- **Continuity of Care**
- **Guidelines for Psychiatrists in Consultative, Supervisory or Collaborative Relationships with Nonphysician Clinicians**
- **Criteria for Short-term Treatment of Acute Psychiatric Illness**
- **Psychotherapy Notes under HIPAA**
- **Documentation of Psychotherapy by Psychiatrists**
- **Terminating Patient Relationships [Ending the Physician/Patient Relationship]**
- **Keeping Patient Records [Retaining & Discarding Psychiatric Records]**
- **Medicare and Medicaid**
- **Medicare Advantage**
- **How To Make Things Right With Medicare**
- **When Medicare is the Secondary Payer**
- **Medicare Appeals**
- **Participating or NonParticipating in Medicare**
- **Opting Out of Medicare**
- **Off-Label Use of Drugs Under Medicare Part D**
- **Medicare Part D Appeals Process**
- **Pharmacotherapy: Depression**
- **Pharmacotherapy: Schizophrenia**
- **Tips on Contracting with Private insurers**
- **Managed Care Contracting**
- **Avoiding Common Procedure Coding Problems**
- **Appealing Treatment/Reimbursement Denials**
- **Getting Paid**
- **Unpaid Claims — What to Do about Them**
- **Conducting an Effective Job or Practice Search**
- **Marketing Your Practice Effectively**
- **An Overview of Antitrust Laws Affecting Physicians**
- **Tips to Protect Your Practice while You Are Away**
- **Closing Down a practice**

**Additional Online/Print Resources supported by OHSF**

- **Practice Management Handbook for Early Career Psychiatrists** [free online to Members @ [www.psych.org](http://www.psych.org) through Members Corner; the ECP Handbook e-book is posted both as a single document download and as a chapter-by-chapter download for ease of printing.]
- **Procedure Coding Handbook for Psychiatrists** [hard copy only; available for purchase through the APPI @ <http://www.appi.org/>].
- **Information on Mental Health Parity** can be found on the APA website [www.psych.org](http://www.psych.org) under *Managing Your Practice* or on the APA co-sponsored site [www.mentalhealthparitywatch.org](http://www.mentalhealthparitywatch.org).