

Outline

Private Practice Best Practices - Avoiding Legal & Ethical Issues

- What Is and Isn't a Private Practice
- What are the Goals for Your Business?
- Choose an Ethical Model to Refer to and Apply
- Services You Do and Don't Provide
- Screening for Potential Clients
- Policies – The Good, The Bad & the Ugly
- Create an Effective Policy Plan for Your Practice
- Intake and Informed Consent Process & Policies
- Understanding Risk – What You Don't Know Can Hurt You
- How to Avoid Being Sued – An Ounce of Prevention

Financial and Business Issues in Private Practice – Ethical Dilemmas

- Referrals, Gifts & Bartering – Ethical Issues  
Example Case – “Gifts, Referrals & More: Stephen's New Practice”
- Marketing Your Practice and Yourself to the Public – What's Ethical?  
Client Testimonials  
Example Case – “Dr. Jones' Website”
- Fee Policy – Applying Best Practices to Avoid Trouble  
Usual & Customary Fee  
Sliding Scales  
Pro Bono Publico
- Insurance Provider Networks
- Unhappy Customers – How to Avoid Legal Issues  
Example Case – “The Unhappy Client: Linda's Refund Demand”
- Multiple Services – Blurred Lines & Ethics  
Example Case – “Maggie's New Revenue Stream”

- LLC vs. Partnership vs. Sole Proprietorship – What's Best for You?
- Multiple Private Practice Roles - What Hat Do You Wear?
- Relationships with Colleagues/Competitors

Boundary Issues in Private Practice – Top Challenges

- Why Boundary Issues are more Important in Private Practice
- Isolation – The Slippery Slope of Multiple Relationships
- Power Differentials – Clients, Employees, Supervisees
- Top Boundary Challenges in Private Practice  
Example Case – “The Coffee Shop”  
Example Case – “The Long-term Client”

Technology in Private Practice - Legal & Ethical Issues

- Social Media Policies to Implement  
Example Case – “Ashley's Tweets”
- Distance Therapy – 6 Keys to Practice
- Online Listing Services  
Example Case – “The Voicemail”
- Practice Management Software and Electronic Medical Records

Record-Keeping in a Private Practice

- Establishing Written Record-keeping Policies
- HIPAA – What you Need to Know
- FERPA – What you Need to Know
- Privacy Policies

Working with Minors in Private Practice

- Informed Consent Policies & Procedures for Minors
- Establishing Who has Authority for Consent
- Know Your Rights – Responding to Records Requests for Minors  
Example Case – “Celeste and Her Father”

Objectives

1. Discuss and practice techniques for improving critical thinking skills when encountering ethical challenges in private practice.
2. Learn how to navigate professional codes of ethics, licensing rules and laws pertaining to private practice related issues.
3. Examine the ethical issues that arise regarding technology in private practice and how to competently handle them.
4. Establish clear ethical guidelines regarding boundary-setting and special considerations in private practice.
5. Explore potential legal and ethical issues that arise when working with minors in a private practice mental health setting.
6. Articulate the laws related to record-keeping, HIPAA and FERPA to minimize the potential for legal troubles in the mental health profession.

Hassle-Free Cancellation Policy:

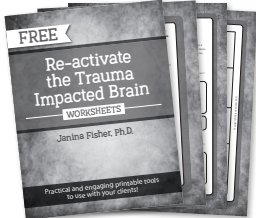
If you contact us before the event date, you can exchange for a DVD or CD/digital manual package on the subject (self-study continuing education credit may be available), a certificate to attend another seminar, or receive a tuition refund less a \$30 cancel fee. Substitutions are permitted at any time.

Seminar on DVD or CD Package:

You can purchase a self-study package on the subject. You will receive a DVD or CD that includes a digital copy of the seminar manual and post-test/evaluation. You and your colleagues can receive CE hours for a nominal fee. To determine if homestudy credits are available for your profession go to [www.pesi.com](http://www.pesi.com) or call 800-844-8260. Check with your licensing board to verify acceptance of self-study credits for license renewal. Order today by using the order form on this brochure or by calling 800-844-8260.



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Ethical and Legal Issues  
in Private Practice  
Navigating the Top Challenges

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Ethical and Legal Issues  
in Private Practice  
Navigating the Top Challenges

Understand the Unique Risks of Private Practice &  
How to Avoid the Legal and Ethical Dangers

- Isolation: The Slippery Slope of Multiple Relationships
- Dependence on Clients for Income
- Dependence on Referral Sources
- Insufficient Policies in Place
- Blind Spots: Money, Control, Relationships and Power

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# Ethical and Legal Issues in Private Practice

## Navigating the Top Challenges

There is no way around it...getting into private practice puts you at greater risk for ethical violations and legal exposure. Working for a larger company provides you with a legal safety net that you take for granted and now that you're in private practice, that full responsibility falls upon you.

Many ethical situations are unique to private practice. How you handle them and, more importantly, the steps you take to avoid them are critical.

Attend this seminar and you'll learn:

- How to implement policies & processes to avoid thorny ethical and legal situations.
- The legal and ethical dilemmas that arise from the business aspects for running a private practice.
- How to handle the isolation and boundary-setting ethical issues that are common with private practice.

**Sign up today and end the stress and worry about the risks you face in private practice! Your professional liability is at stake!**

## Speaker

**Terry Casey, Ph.D., HSP**, is a licensed psychologist, health service provider with over 30 years of professional experience, including a 16-year tenure as the director of counseling & psychological services for a non-profit agency with over 30 counselors at over a dozen locations. He is in private practice in Franklin, Tennessee, teaches ethics at professional issues in counseling at Lipscomb University's graduate program in clinical mental health counseling, and guest lectures at Trevecca University's Ph.D. program in clinical counseling. Dr. Casey also served for several years as the chair of the ethics committee for the Tennessee Licensed Professional Counselor's Association and in an advisory capacity for graduate counseling programs at two universities. He has presented frequently on ethics to organizations such as the American Counseling Association, the Tennessee Licensed Professional Counselors Association, the Nashville Area Association of Christian Counselors, and others. For more information, visit his practice website at [rencounselingtn.com](http://rencounselingtn.com).

Speaker Disclosures:

Financial: Dr. Terry Casey maintains a private practice. He is an adjunct faculty member at Lipscomb University. Dr. Casey receives a speaking honorarium from PESI, Inc.

Non-financial: Dr. Terry Casey is a member of the American Psychological Association and the American Counseling Association.

**Target Audience:** Counselors • Social Workers • Psychologists • Case Managers • Addiction Counselors Therapists • Marriage & Family Therapists • Other Mental Health Professionals • Nurses

### Have a seminar idea? A manuscript to publish?

The nation's top speakers and authors contact PESI first. If you are interested in becoming a speaker, or have a new topic idea, please contact Josh Lindblad at [jlindblad@pesi.com](mailto:jlindblad@pesi.com) or call (715) 855-5234.

**\*SAVE BY INCLUDING THESE PRODUCTS WITH SEMINAR REGISTRATION!**

**Legal and Ethical Issues for Mental Health Clinicians**  
*Best Practices for Avoiding Litigation, Complaints and Malpractice*  
By Susan J. Lewis, Ph.D., J.D.

This go-to resources goes beyond the what and why, focusing on how to protect you and your clients in an increasingly litigious society. Presented in easy-to-understand language to step you through the legalese, highlighted by 30 engaging case examples to illustrate how you can overcome legal and ethical challenges that arise in your practice. Topics include risk management, contracts, HIPAA, privileged communication, licensing complaints, supervision pitfalls, rights of minors and technology.

**RETHiNK Card Deck Mindful Conversation Starters**  
*56 Questions to Encourage Compassion, Shift Perspective & Build Connection*  
Theo Koffler, Mindfulness Without Borders

Whether you're at home, in the classroom, or running a clinical practice, these conversation cards are meant to get people thinking and talking about who they are, what they like, and how they interact with the world around them.

Each question targets different skills and areas of life, but all the questions have one primary purpose: to get you discussing the important fundamentals of an emotionally balanced, mindful and compassionate way of living.

### Live Seminar Schedule

**7:30** Registration/Morning Coffee & Tea  
**8:00** Program begins  
**11:50-1:00** Lunch (*on your own*)  
**4:00** Program ends

There will be two 15 min breaks (mid-morning & mid-afternoon)  
Actual lunch and break start times are at the discretion of the speaker.  
A more detailed schedule is available upon request.

### Live Seminar Continuing Education Credit Information

*Credits listed below are for full attendance at the live event only. After attendance has been verified, pre-registered attendees will receive an email from PESI Customer Service with the subject line, "Evaluation and Certificate" within one week. This email will contain a link to complete the seminar evaluation and allow attendees to print, email or download a certificate of completion if in full attendance. For those in partial attendance (arrived late or left early), a letter of attendance is available through that link and an adjusted certificate of completion reflecting partial credit will be issued within 30 days (if your board allows). Please see "LIVE SEMINAR SCHEDULE" on this brochure for full attendance start and end times. NOTE: Boards do not allow credit for breaks or lunch.*

*If your profession is not listed, please contact your licensing board to determine your continuing education requirements and check for reciprocal approval. For other credit inquiries not specified below, or questions on home study credit availability, please contact [cepesi@pesi.com](mailto:cepesi@pesi.com) or 800-844-8260 before the event.*

*Materials that are included in this course may include interventions and modalities that are beyond the authorized practice of mental health professionals. As a licensed professional, you are responsible for reviewing the scope of practice, including activities that are defined in law as beyond the boundaries of practice in accordance with and in compliance with your profession's standards.*

*PESI, Inc. offers continuing education programs and products under the brand names PESI, PESI Healthcare, PESI Rehab and Psychotherapy Networker.*


**Addiction Counselors:** This course has been approved by PESI, Inc., as a NAADAC Approved Education Provider, for 6.0 CE in the Legal, Ethical and Professional Development skill group. NAADAC Provider #77553. PESI, Inc. is responsible for all aspects of their programming. Full attendance is required; no partial credit will be awarded for partial attendance.

**Counselors:** This intermediate activity consists of 6.25 clock hours of continuing education instruction. Credit requirements and approvals vary per state board regulations. Please save the course outline, the certificate of completion you receive from the activity and contact your state board or organization to determine specific filing requirements.

**District of Columbia Counselors:** This intermediate activity consists of 6.25 clock hours of continuing education instruction. Credit requirements and approvals vary per state board regulations. Please contact your licensing board to determine if they accept programs or providers approved by other national or state licensing boards. A certificate of attendance will be awarded at the end of the program to participants who are in full attendance and who complete the program evaluation.

**Maryland Counselors:** This intermediate activity is approved for 6.25 clock hours of continuing education instruction. The Maryland Board of Professional Counselors recognizes courses and providers that are approved by the NAADAC. A certificate of attendance will be awarded at the end of the program to counselors who complete the program evaluation, to submit to their state board.

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PESI Inc. is proud to offer this seminar (at these locations only) *free* of charge (on live seminar tuition) for veterans and active duty military personnel. **Limited seats available; advance online registration required.**

Questions?  
Call customer service at  
**800-844-8260**

**Marriage & Family Therapists:** This activity consists of 380 minutes of continuing education instruction. Credit requirements and approvals vary per state board regulations. You should save this course outline, the certificate of completion you receive from the activity and contact your state board or organization to determine specific filing requirements.

**Nurses, Nurse Practitioners, and Clinical Nurse Specialists:** PESI, Inc. is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Nurses in full attendance will earn 6.3 contact hours. Partial contact hours will be awarded for partial attendance.

**Psychologists & Psychiatrists:**  
PSI, Inc. is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. PESI, Inc. designates this live activity for a maximum of 6.0 AMA PRA Category 1 Credit(s). Physicians should only claim credit commensurate with the extent of their participation in the activity.

**Psychologists**  
The following state psychologist boards recognize activities sponsored by PESI, Inc. as an approved ACCME provider: Alaska, Arkansas, California, Colorado, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, Oklahoma, Pennsylvania, South Carolina and Wisconsin. This activity consists of 6.0 clock hours of continuing education instruction. Certificates of attendance will be issued for you to submit to your state licensing board to recognize for continuing education credit.

**Social Workers:** PESI, Inc., #1062, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. PESI, Inc. maintains responsibility for this course. ACE provider approval period: January 27, 2017 - January 27, 2020. Social Workers completing this course receive 6.25 Ethics continuing education credits. Course Level: Intermediate. Full attendance is required; no partial credits will be offered for partial attendance. A certificate of attendance will be awarded at the end of the program to social workers who complete the program evaluation.

**Other Professions:** This activity qualifies for 380 minutes of instructional content as required by many national, state and local licensing boards and professional organizations. Save your course outline and certificate of completion, and contact your own board or organization for specific requirements.



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**WALK-INS**  
Walk-ins are welcome but admission cannot be guaranteed. Call M-F 7:00-6:00 Central Time for space availability if registering within one week of seminar.

**TUITION OPTIONS**

- **FREE MILITARY TUITION:** PESI Inc. is proud to offer this seminar (at these locations only) *free* of charge (on live seminar tuition) for veterans and active duty military personnel. **Limited seats available; advance online registration required.**
- **\$30 Tuition:** If you are interested in being our registration coordinator for the day, go to: [www.pesi.com/coord](http://www.pesi.com/coord) for availability and job description, or call our Customer Service Dept. at 800-844-8260.
- **Groups of 5 or more:** Call 800-844-8260 for discounts.
- **Discounted Student Rate:** As part of its mission to serve educational needs, PESI, Inc. offers a reduced rate of 50% off standard tuition for students. Enclose a current student schedule with registration form. Go to [www.pesi.com/students](http://www.pesi.com/students) or call 800-844-8260 for details. **Advance registration required.** *Cannot be combined with other discounts.*

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