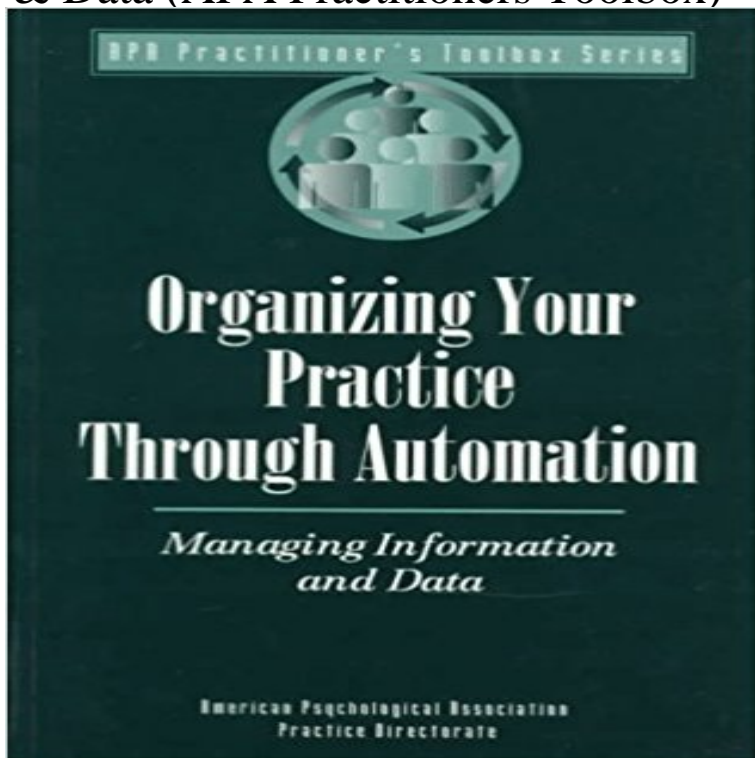


Organizing Your Practice Through Automation: Managing Information & Data (APA Practitioners Toolbox)



Information systems are typically one of the largest capital investments a practice will make, and the changing behavioural health care market requires that this decision be evaluated with precision. Information systems frequently must meet the demands of everyday office management and be flexible enough to provide services as a practice adjusts to local market changes. This guide tries to offer timely advice and processes for all practitioners, regardless of their computer-based skills. Organising Your Practice Through Automation will explore the various components of an information system and provide a framework for the purchasing decision, with emphasis on evaluation, selection and negotiation of a purchasing or leasing agreement. The volume also assists with an analysis of the system requirements and identification of possible vendors.

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