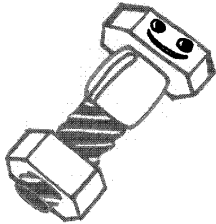
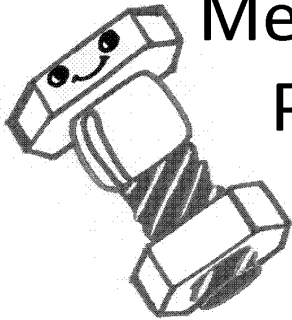


The Nuts &  
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# Running Your Mediation Practice



Ellen Kaslow Shulman &  
Christopher M. Shulman, Esq.

## A HANDY REFERENCE GUIDE TO MEDIATION PRACTICE MANAGEMENT

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### TOPICS COVERED AND FORMS/CHECKLISTS SUPPLIED:

- Front Office Practice Cycle:
  - Getting the Business: Marketing, Scheduling & Confirmation
  - Handling the Engagement: Before, During & After
- Back Office Practice:
  - Setting up your Practice
  - "Show Me The Money!" – Billing and Collections
  - Insurance, Employees, and Other Business Considerations
- Running an Ethical Practice

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