



New Client Instructions

6-Week Initial Assessment Processing (Steps 1-19)

Welcome to **Advanced Clinical Nutrition!**

Initial Assessment - Defined

The “**Initial Assessment**” is the term we use for all processing procedures to provide:

1. a Clinical Nutrition Analysis of the Laboratory Testing of your biochemistry (blood, urine, saliva, hair, etc.), Nutritional Symptoms Analysis and Dietary Analysis,
2. Then based upon these findings, Dr. Smith will design your initial (first) clinically-formulated, Therapeutic Supplement and Dietary Programs.
3. and provide the first shipment of therapeutic supplements.

Please note: For brevity's sake, when we reference “collecting samples and mailing them to their respective labs,” this also includes going to a designated local Lab to have blood drawn, all of which is dependent upon which tests were ordered for your Initial Assessment.

Initial Assessment Processing Procedures - Defined

To accomplish the above is to complete the “**Initial Assessment Processing Procedures**,” which requires collaborating team efforts from the client, Dr. Smith and her staff. Steps 1-19 have been designed for a six-week Initial Assessment Processing period. Occasionally, though rarely, this process can be accomplished in four weeks. (See below – 4 Week Initial Assessment Processing.)

This document provides **special Instructions** for the processing procedures. Client procedures are outlined in **Steps #2 to #19 on the “New Client Instructions”** web page. These steps are designed to assist new clients to:

1. **Prepare** for collecting specimen samples and/or have blood drawn upon arrival of your Lab Kit(s) and/or Blood Requisition, depending upon the tests that were ordered for your Initial Assessment.
2. **Collect** samples and mail them to their respective Labs immediately upon arrival.
3. **Complete** Health and Symptoms History Questionnaires and send them to us so they may be analyzed with Laboratory Report(s) of sample(s) collected.
4. **Introduce** the “**New Client Orientation**” **Consultations** Program to build a solid foundation of knowledge, assure successful implementation of programs, and development of a principle-centered, healthy lifestyle, including dietary practices, to attain healing and health maintenance.



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5. **Read** preliminary educational articles regarding therapeutic supplements and “New Client Orientation.”
6. **Read** policies to assist client in developing a healthy working relationship with Dr. Smith and her staff so that services may be provided in a timely and efficient manner.

Please let go of any thoughts or emotions about being “overwhelmed” by completing 19 steps in six weeks. The time required for all steps range from some requiring only a few minutes and others are longer, however, all steps can be accomplished in the six weeks that represent your Initial Assessment Processing Period.

This process is also quite self-educating and thought-provoking. Socrates said, “An unexamined life is not worth living.” However, Dr. Smith adds, “Examination of every positive and negative belief, thought and action is foundational to creating a life worth living and long-living. So, enjoy the process.

New Client Instructions Web Page

On each row of the “New Client Instructions” web page, you will find the Title (left) and its PDF Document (right). In numerical order, please open each PDF document and complete each step as instructed. Below is an overview of these steps and when they are to be completed during the 4-6 weeks of the Initial Assessment Processing.

Steps 1 - 7

- Please complete Steps 1 to 7 before arrival of Lab Kit(s) by U.S. mail and/or Blood Chemistry Lab Requisition by email, depending upon tests ordered for your Initial Assessment, so you will be prepared to collect and mail samples within one week after they arrive. That is, unless the collecting of samples require more than a week to complete.

Steps 8-10

- Steps 8-10 are for the completing of “**Health and Symptoms History Questionnaires.**” Note: Step 7 is preparation for Step #8.
- Please complete Steps 8-10 within 10 days after completing Steps 1-7.
- Please note: You may begin Steps 8-10 before Lab Kit(s) arrive in order to speed up the processing of your Initial Assessment. However, if you have not complete Steps 8-10 by the time Lab Kit(s) arrive, please stop where you are and then resume completing Steps 8-10 after samples have been mailed to their respective Labs and/or blood has been drawn.



New Client Instructions

6-Week Initial Assessment Processing (Steps 1-19)

Steps 11-15

- When to complete each of the steps for Steps 11 to 15 has been indicated below the title of their PDF document. However, if you are unable to complete them as recommended, you may complete them any time before your **Report of Findings Telephone (RF) Consultation** Appointment to discuss test results.

Steps 16-19

You have three choices for completing Steps 17-19: Step 16 provides “Proactive and Reactive” definitions.

- Proactive Option #1 - by **Report of Findings** appointment. (Ideal)
- Proactive Option #2 - any time before your first **Progress Reporting (PR) Telephone Consultation** appointment. (This may be the most realistic option.)
- Reactive - when you need this information.

QUESTIONS?

- **Steps 1-10:** If you have any questions about completing Steps 1 to 10, **please call our office immediately.** Do not email or this will cause delays in processing your Initial Assessment.
- **Steps 11-15:** Please **email** any questions you have about Step 11-15 to Dr. Smith **prior to your RF appointment.** Answers will be provided at the end of this appointment, i.e., after test results and program implementation instructions have concluded.
- **Steps 16, 17, & 19:** Please schedule an **Administrative Telephone Consultation** with Dr. Smith (no charge) or you may ask for this appointment be added at the end of any prescheduled New Client Orientation or Progress Reporting Consultation. This appointment can be scheduled at any time you choose. Please email questions before this appointment
- **Steps 18:** For answers to questions, you have two choices:
 - To schedule a **PEP (Self-Motivation) Telephone Consultation** with Dr. Smith (fee-based) and email questions before this appointment. This appointment may be scheduled at any time you choose and as you progress, new challenges and questions may arise, so this type of consultation may be scheduled as often as you desire or is necessary. OR



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- You may receive answers to these questions, as they arise, at any upcoming pre-scheduled “New Client Orientation” or Progress Reporting consultation. Note: These consultations are designed to assist client in pacing and self-motivating to assure consistent program implementation and to develop lasting dietary and lifestyle changes.
- Please email questions prior to the appointment you have chosen to receive answers.

4-Week Initial Assessment Processing

If four weeks is possible, this means:

- **Steps 1-10:** Within the first two weeks, Dr. Smith has received the Lab’s Reports from analyzing clients sample(s) and client has completed Steps 1-10.
- **Steps 11-19:** Steps 11-19 are completed within the last two weeks of the four-week period, i.e., before the Report of Findings Telephone Consultation appointment.

Business Phones and Your Caller ID

Please note the following regarding our business phone numbers.

- (940) 761-4045 – This is the Office number to use whenever you need to call us.
- (940) 761-4405 – This is our Fax number and more often the phone number you will see on your Caller ID. To keep our office line open for incoming calls we use our fax line to place outgoing calls. Therefore:
 - If you see our phone number on your caller ID, more than likely you will want to switch the two middle numbers in the last four (i.e., 4405 becomes 4045) and then you will have the office number to return our call. Otherwise, if you call the number on your Caller ID, you will get that awful screeching fax noise.
 - If you need to fax and the line is busy, now you know why, so the best times to fax us are during our off hours. In other words, before 10 a.m., and after 6 p.m. C.S.T.
 - Dr. Smith uses the fax line for all consultations, and thus will call you.

Conclusion

Completing Steps #1-19 as instructed is being “proactive” - the first step to becoming and staying healthy for the rest of your life. The term “proactive” is defined in Step 16.

Thank you in advance for helping us help you!

The **Advanced Clinical Nutrition** Team