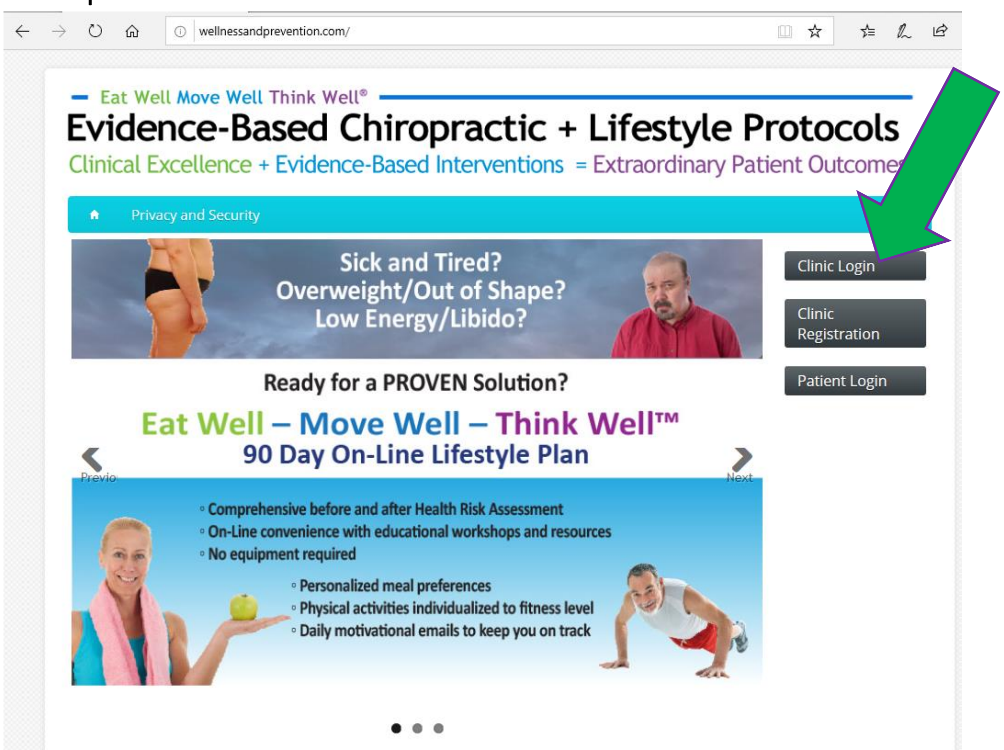
TRAINING MANUAL FOR EVIDENCE-BASED PROTOCOLS ONLINE SYSTEM

FOR CLINICAL ACCESS

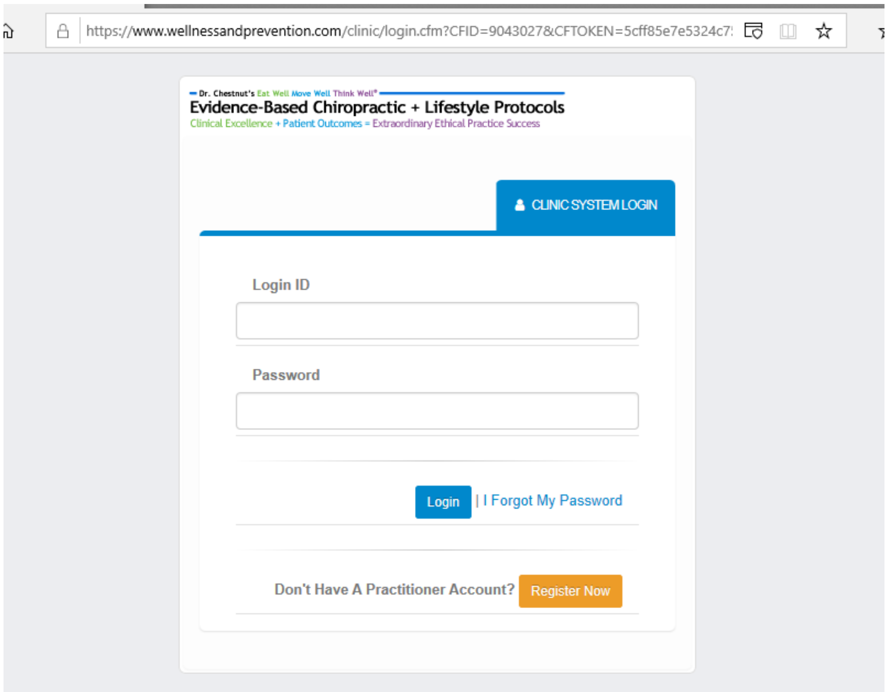
SECTION ONE: LOGGING IN AS A CLINICAL USER AND CREATING A BOOKMARK PAGE

- Go to www.wellnessandprevention.com (best browser to use is Google Chrome OR the new Microsoft Edge; Firefox is acceptable, and old Internet Explorer and Apple Safari are the worst).
- Click on “Clinic Login” button

Example:



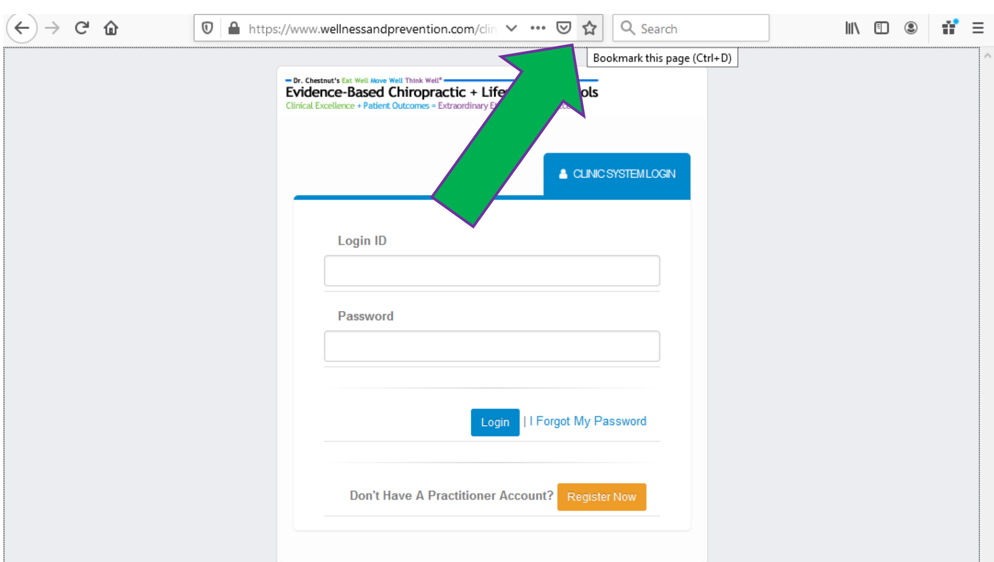
Next you will see a page that looks like this:



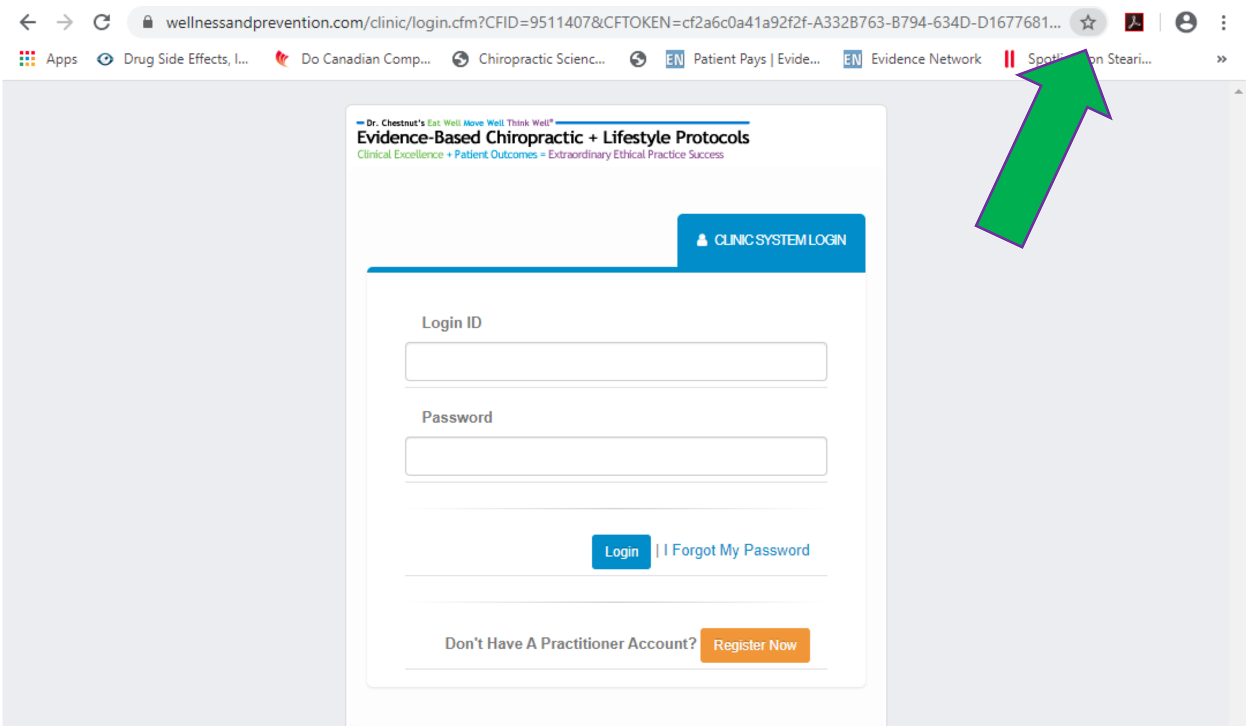
This is where you want to come every time you want to login, so it makes sense to bookmark this page.

You can click on “bookmark this page” in Firefox and Chrome:

Firefox:

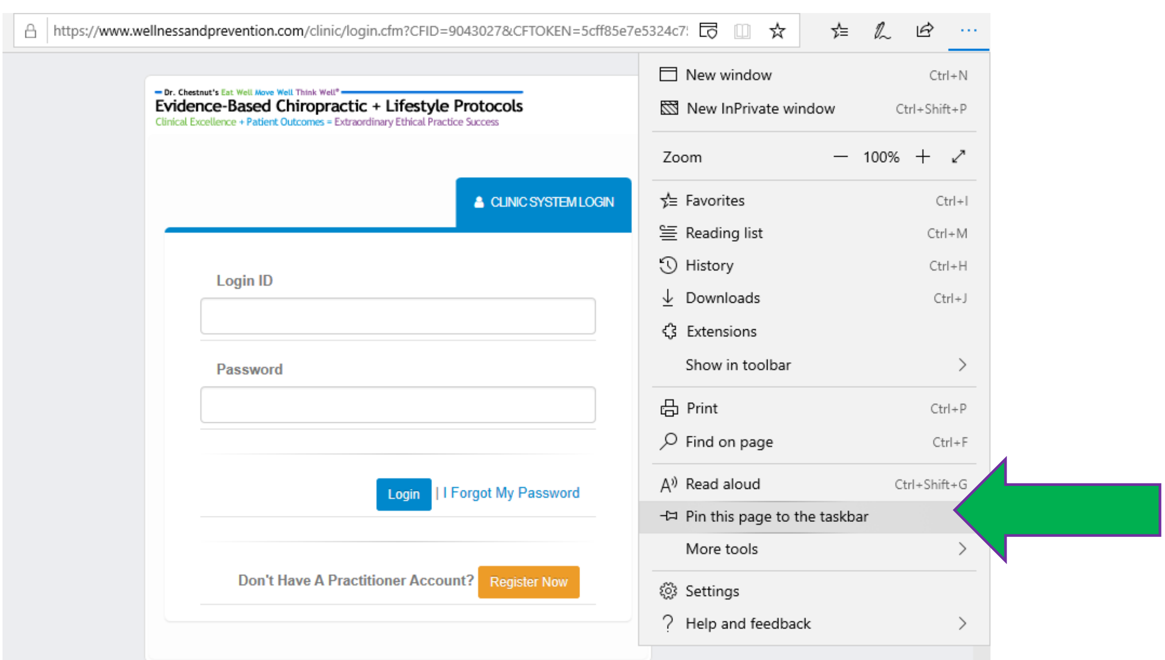


Chrome:



Microsoft Edge:

If you are running Windows 10 and Microsoft Edge, you can "pin to Start" and then you can use the Windows Icon to open the browser and access the link in one step.



Logging in:

Now it’s time to login. The Login ID is simply the email address you used when you set up the account. If this is your **first time logging in**, you will use the **temporary password** that was assigned in an email from info@thewellnesspractice.com.

—Dr. Chestnut’s—

Evidence-Based Chiropractic + Lifestyle Protocols

Clinical Excellence + Patient Outcomes = Ethical Practice Success

Thank you for your interest in our new, revolutionary, unique, and evidence-based **Evidence-Based Lifestyle Protocols** Lifestyle Health Risk Assessment, Spinal Health Assessment, and 90 Day Innate Lifestyle™ Plan. Healthcare is about to change and you are about to become a pioneer.

Your Evidence-Based Lifestyle Protocols Clinic account has been created and we have given you 2 FREE**Evidence-Based Lifestyle Protocols** Lifestyle Health Risk Assessments, 2 Spinal Health Assessments, and one 1 90 Day Innate Lifestyle Plan. You may assign these resources to anyone you wish, although we recommend that you use the free assessments and plans on yourself, or staff, to get familliar with them.

Logging In

A temporary password has been created for you.

After your first time logging in, you will be prompted to set a new password to make future logins easier. **You may wish to bookmark the login page for future access.**

Clinic Login Information:

Go to https://www.wellnessandprevention.com/clinic. If this link does not work for you, go to wellnessandprevention.com and click on the “Clinic Login” button. Use the following to log in:

Login ID: info@yourchiropracticoffice.com
Password (All alpha characters are lower case): c a x 3 5 r r u

We recommend that you type the password into the password field rather than copying and pasting.

Review the Terms of Service agreement and complete the additional information required for your account.

After Logging In

These 2 steps are **VERY IMPORTANT!**

1. **Activate your Public Profile**. The information in your public profile is what your patients, and anyone else viewing your profile, will see in reports and if they are searching for a clinic. **You can not add patients until your public profile has been activated!**
2. Please take time to view the videos in the **How-to/Information Videos** section. These videos cover everything you need to know about the system, setting up patient accounts, and assigning Lifestyle Health Risk Assessments and the 90 Day Innate Lifestyle™ Plan to patients.

Please contact us if you have any questions.

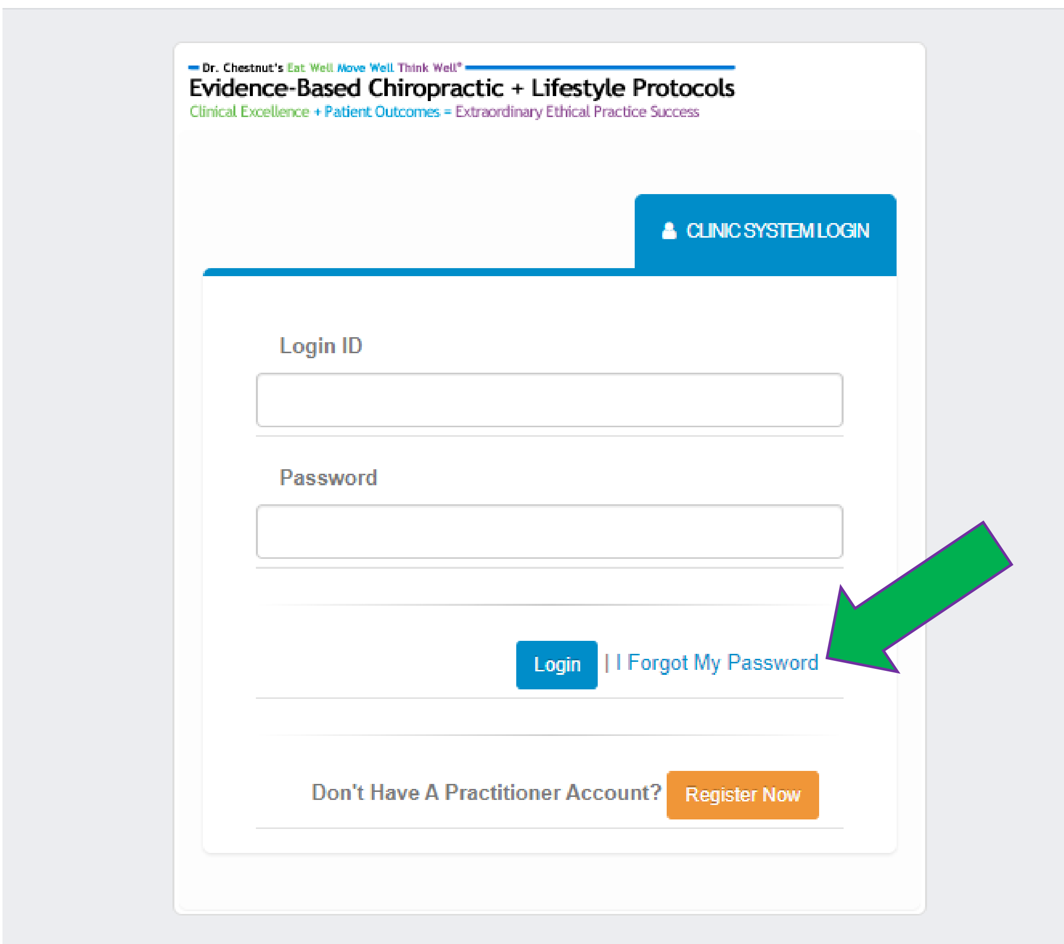
Thank you,

The Wellness Practice Team
(ph) 866-935-5362
(fax) 250-380-2681

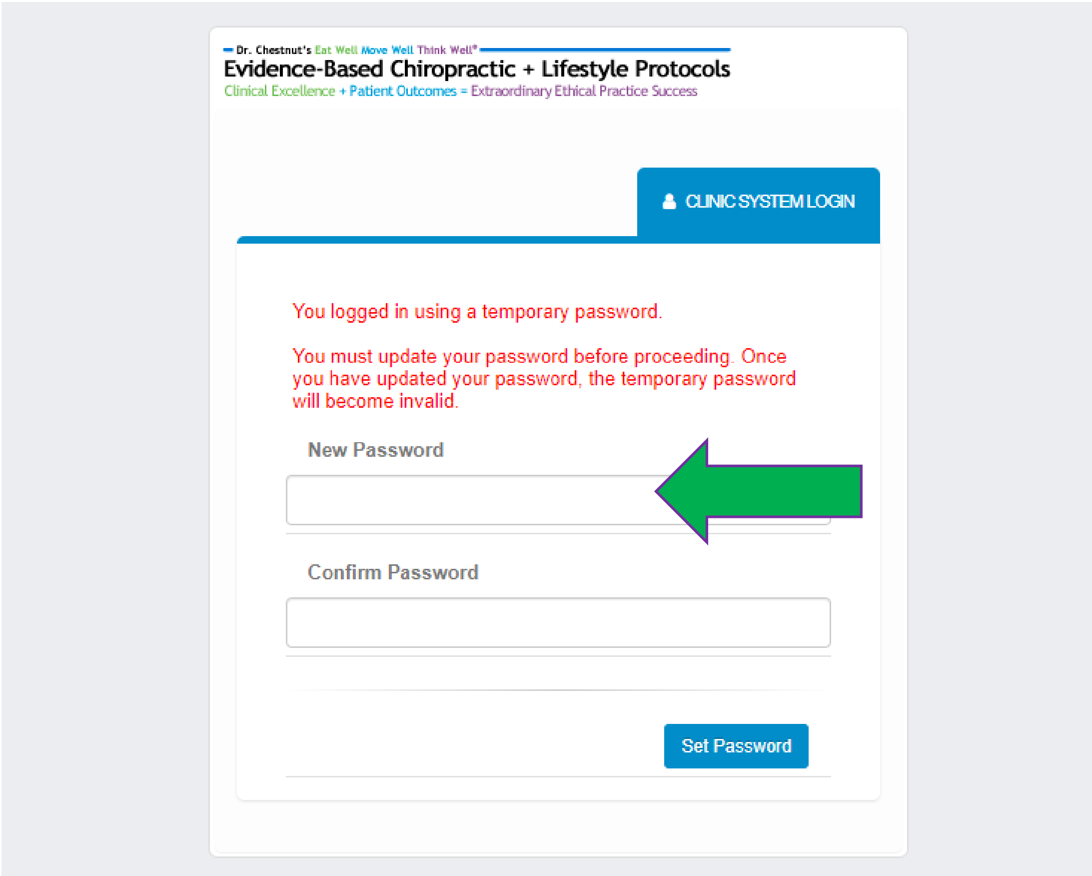
If you cannot find this email, first check your junk mail filters. If you still cannot find the email with the temporary password, please contact The Wellness Practice at info@thewellnesspractice.com or at 1-866-935-5362 to gain assistance.

PLEASE NOTE: The digits of the temporary password are random numbers and letters. When entering them, please take care to not confuse “ones” (1) with “small case L” (l); and zero (0) with “small case O” (0). This is the number one reason that people fail to gain access to the next page. Also – if you cut and paste and inadvertently copy over a space either before or after the code, this will NOT work.

If you click the “I Forgot My Password” link on the screen, you will be sent a new temporary password:



When you enter the correct Login ID and temporary password you will be taken to a screen that gives you the chance to enter your new password (one that is secure to you and easier to remember than the temporary one).



Once you have entered a new password, you will be taken to the "Terms of Use" screen. Please take time to read these, as they protect you and your patients as well as The Wellness Practice. When you reach the bottom of the terms, you will be given a choice to "agree" or "not agree" with the Terms of Use. **By selecting "agree" you are bound by the Terms of Use**.

Eat Well Move Well Think Well®
Wellness and Prevention Solutions™

Terms of Use

Please read these Terms of Use carefully. They are a legal agreement between you and Wellness and Prevention™ Solutions, a division of The Wellness Practice-Global Self Health Corp.

By using Wellness and Prevention™ Solutions services or by clicking the I AGREE button I agree to be bound by these Terms of Use, including all amendments made from time to time. If I do not agree to these Terms of Use, I will not use *Wellness and Prevention™ Solutions products and services.*

Wellness and Prevention™ Solutions, a division of The Wellness Practice-Global Self Health Corp., is NOT a healthcare practitioner and thus does not offer medical diagnosis, treatment, or advice.

***The Wellness Practice-Global Self Health Corp* provides the Wellness and Prevention™ Solutions services as general information and NOT as medical advice or treatment or as a part of a practitioner-patient relationship.**

The services provided by The Wellness Practice-Global Self Health Corp. are NOT intended to establish or to infer any formal healthcare relationship between The Wellness Practice-Global Self Health Corp. and the recipient(s) of said services.

As the recipient of this report I acknowledge and agree that neither myself, nor the patient/client for whom I have ordered the Wellness and Prevention™ Solutions services, is a patient of Wellness and Prevention™ Solutions, that Wellness and Prevention™ Solutions services do NOT include medical advice, and that these services do not constitute medical or healthcare intervention or advice but simply information to be interpreted and utilized by a healthcare practitioner.

Practice-Global Self Health Corp will be relieved of any and all future liability under these Terms of Use.

21. CONTRACTUAL LIMITATION PERIOD

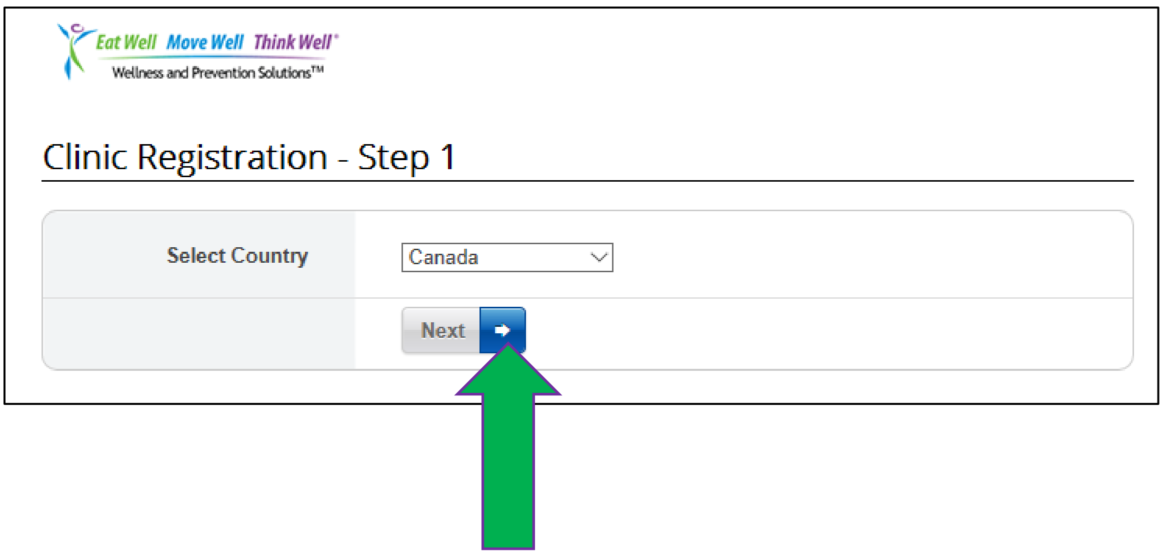
You agree that regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to use of *Wellness and Prevention Solutions* Reports and Services or these Terms of Use must be commenced within one year after such claim or cause of action arose.

22. SEVERABILITY OF TERMS

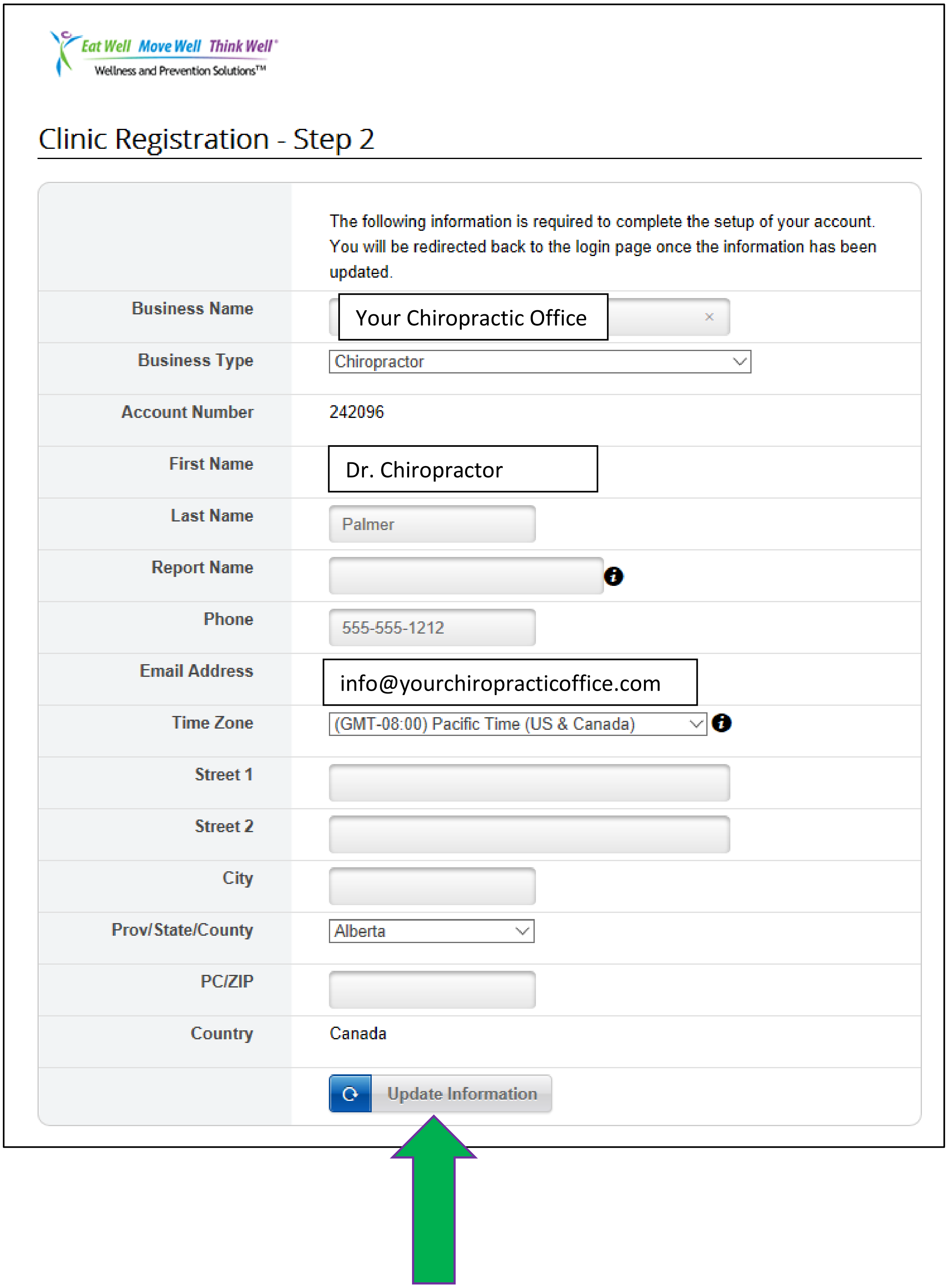
If any provision of these Terms of Use is deemed unlawful, void, or for any reason unenforceable, then that provision will be deemed severable from these Terms of Use and will not affect the validity and enforceability of any remaining provisions.

Do you agree to the terms of use: I Agree | I Do Not Agree

Next, you will be taken through a series of steps to ensure accuracy of your information – TAKE CARE in entering the **correct country** as the next screen will default to that country and determine your choices for state/province:



Once you have entered all of the correct information, click on “Update Information” to submit the form.


Eat Well Move Well Think Well
Wellness and Prevention Solutions™

Clinic Registration - Step 2

The following information is required to complete the setup of your account. You will be redirected back to the login page once the information has been updated.

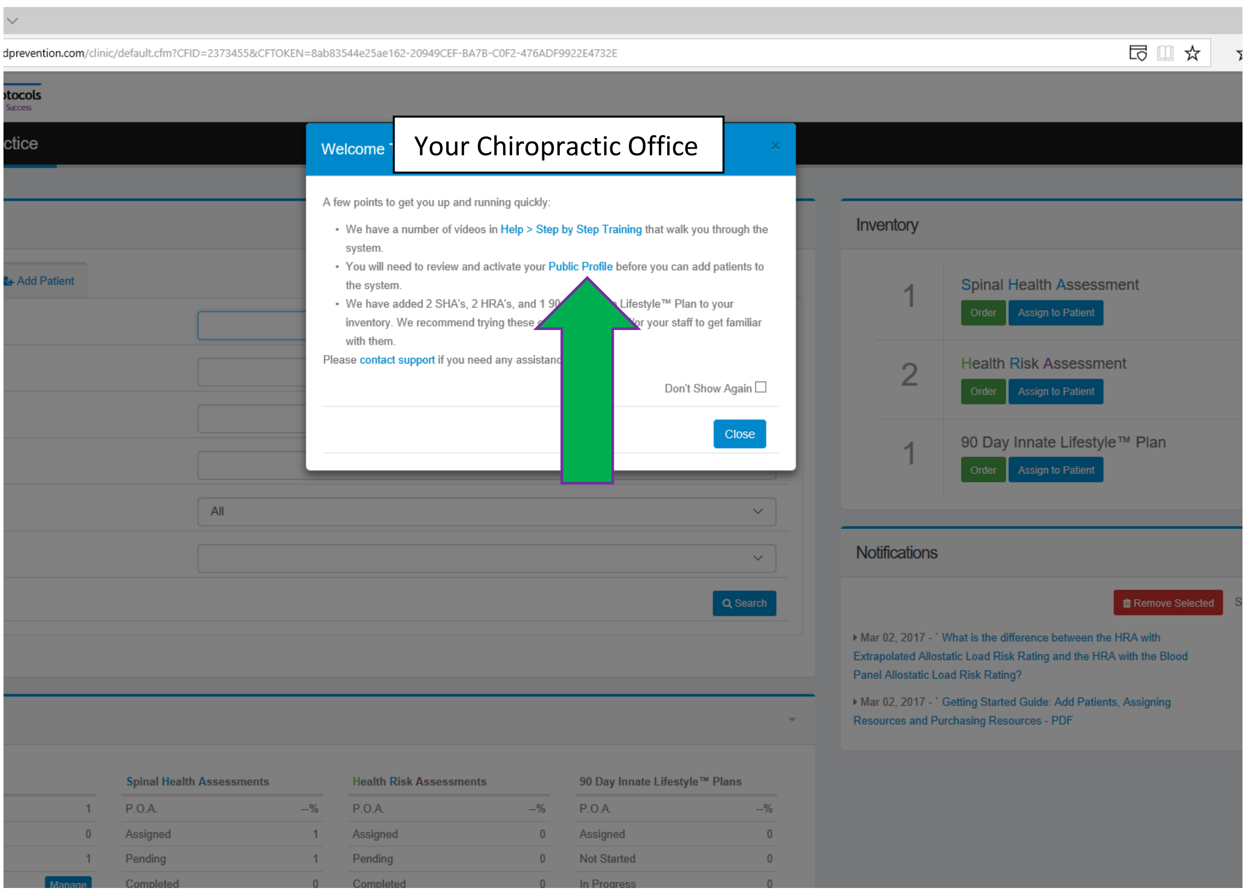
Business Name	Your Chiropractic Office
Business Type	Chiropractor
Account Number	242096
First Name	Dr. Chiropractor
Last Name	Palmer
Report Name	
Phone	555-555-1212
Email Address	info@yourchiropracticoffice.com
Time Zone	(GMT-08:00) Pacific Time (US & Canada)
Street 1	
Street 2	
City	
Prov/State/County	Alberta
PC/ZIP	
Country	Canada

Update Information

SECTION TWO – VERIFYING PUBLIC PROFILE

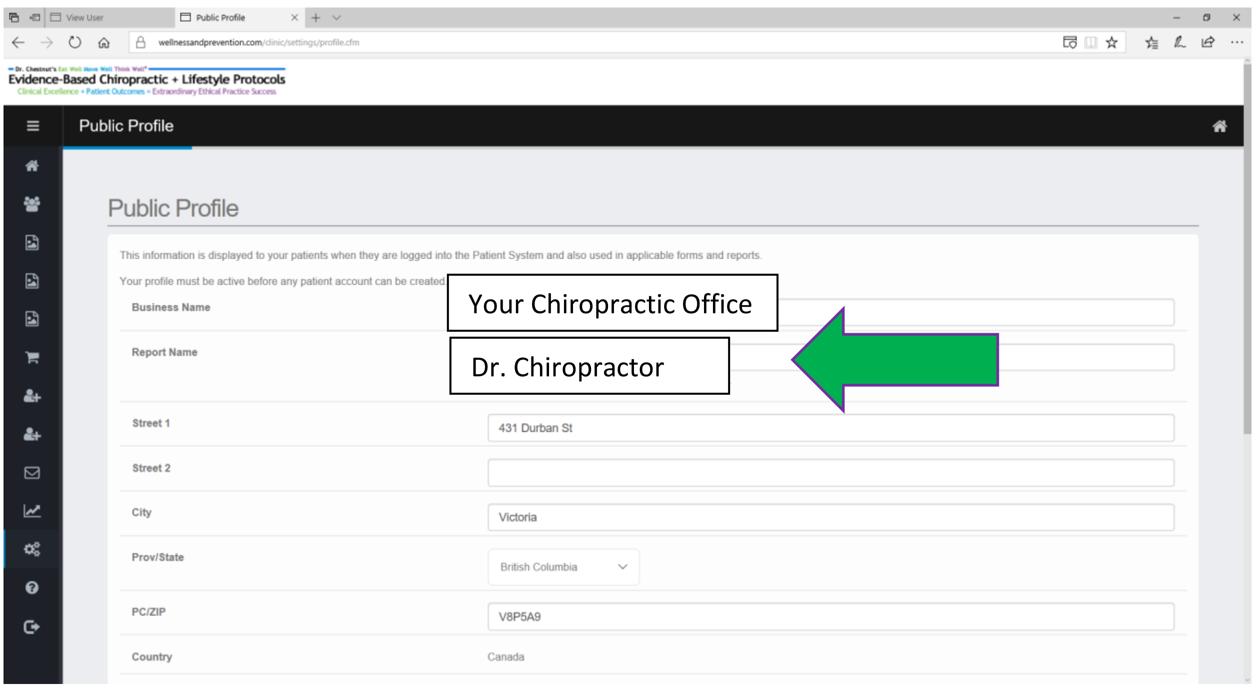
THIS STEP IS WHERE MOST CLINICS WILL BEGIN SINCE THEY MUST LOGIN TO GET TO THIS POINT AND THUS TO ACCESS THE TRAINING MANUAL.

Once you have logged in successfully, you will see a “pop-up” dialogue box. This box indicates where to find the training guides. It also provides a link to your “Public Profile” so that you may go there and verify the accuracy of the information. Your public profile is what your patients see, and what is displayed in our list of offices using the protocols. When someone searches for a clinic using our protocols, you want your information to be displayed accurately.

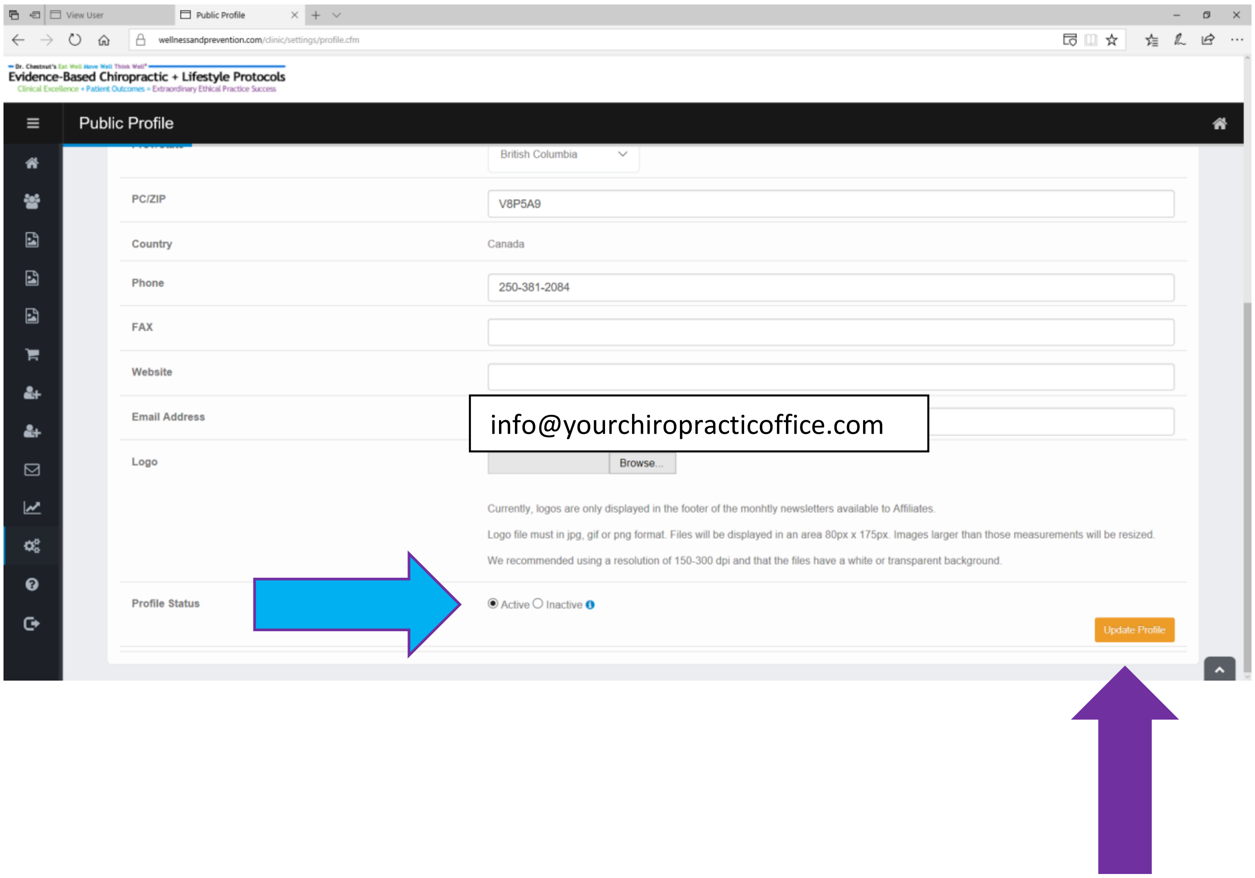


You do not have to fill out the entire form, but you must provide a name for the reports (green arrow). This choice is what shows anywhere the report identifies the practitioner (e.g. Your practitioner Dr. Chiropractor has provided you with this information…).

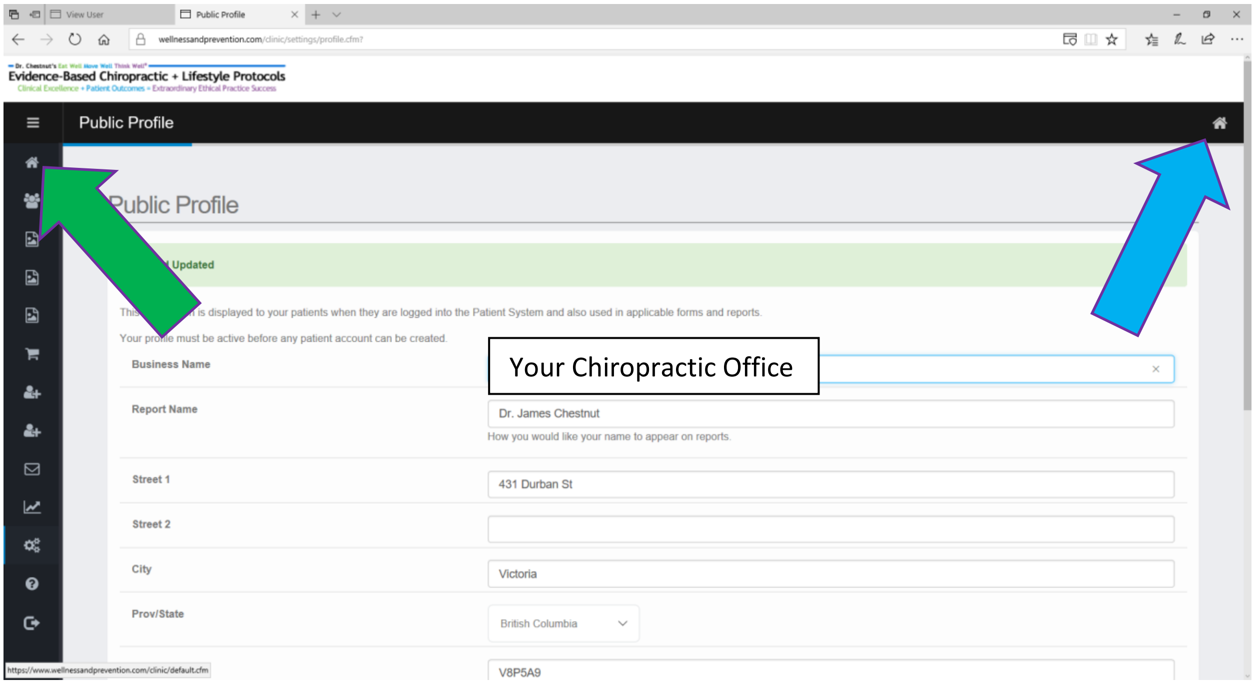
If your clinic has more than one practitioner, we recommend that you use the clinic name for this choice (e.g. Your practitioner ABC Chiropractic has provided you with this information….)



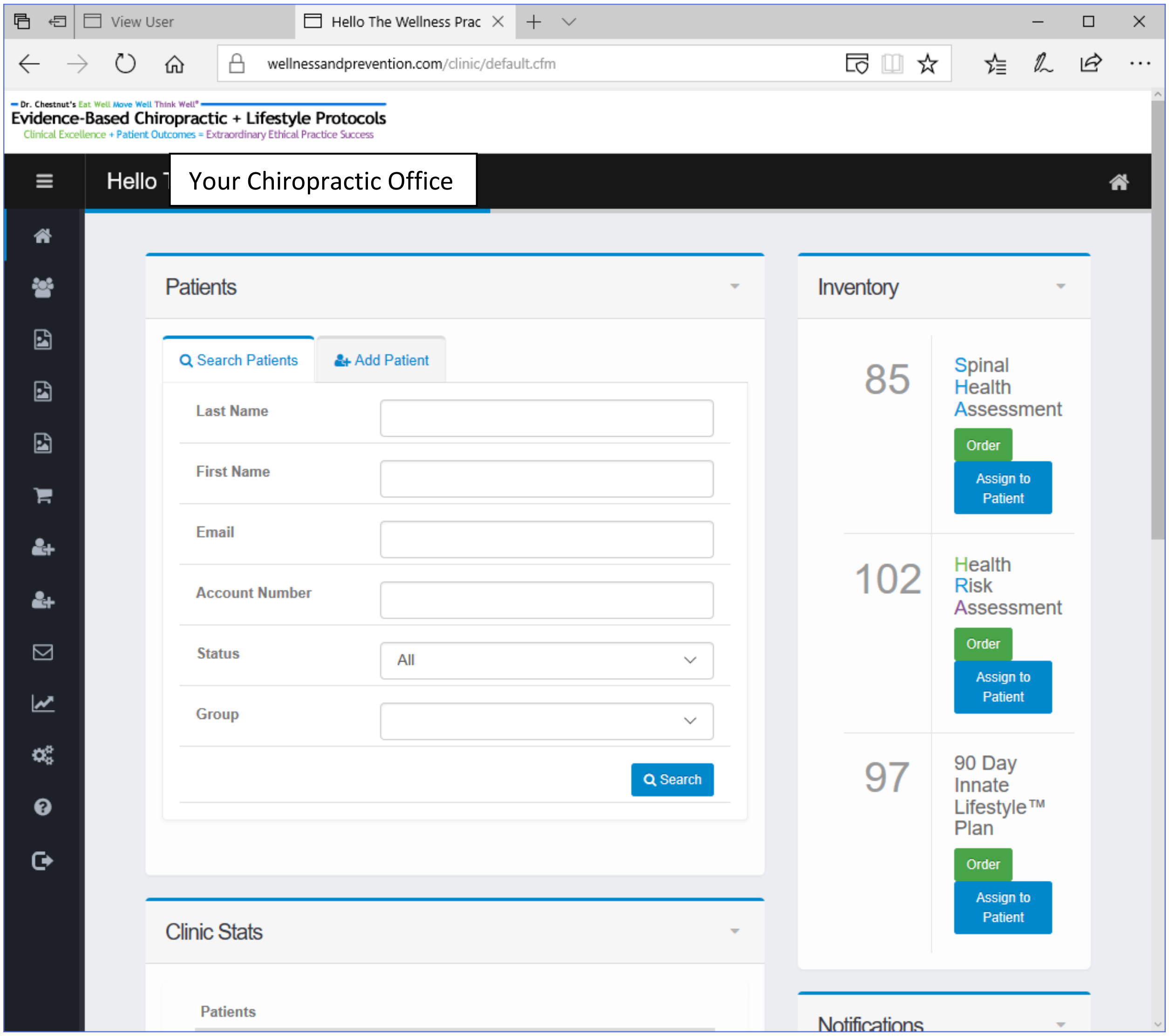
You must also switch from “inactive” to “**active**” at the “Profile Status” section at the bottom of the form (blue arrow), and then click on “Update Profile” (purple arrow).



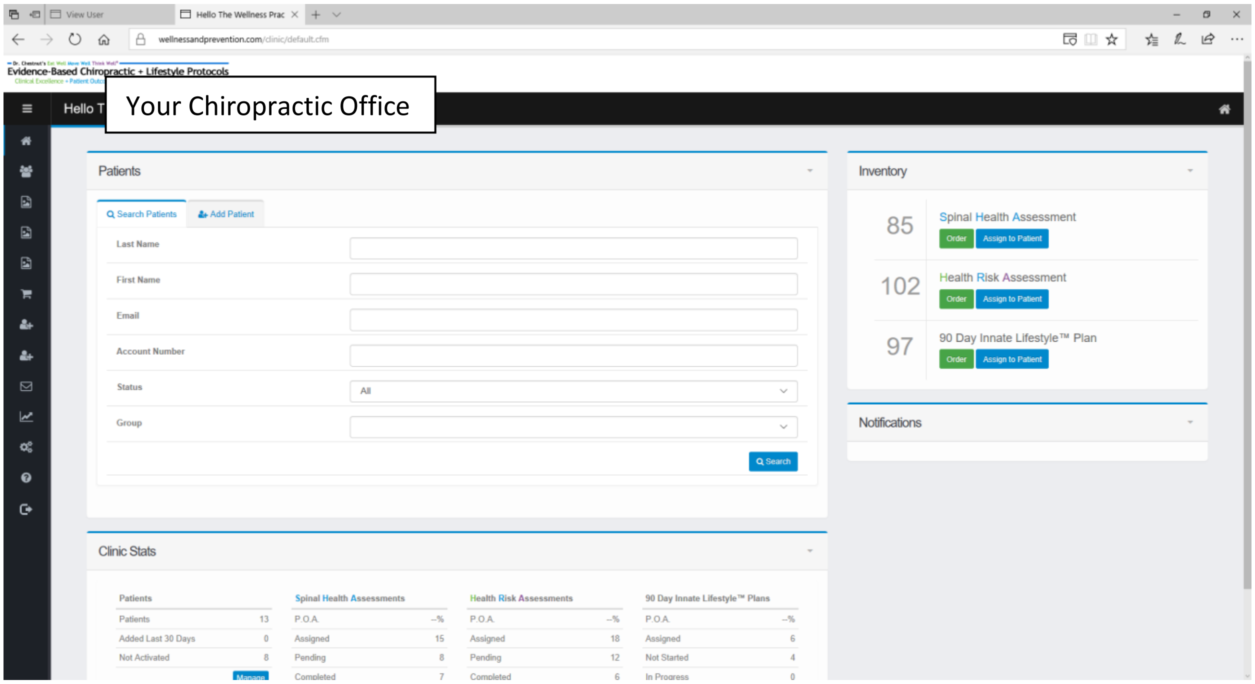
Once you have done this, use the “Home” button to go back to the home page (green arrow). You can also use the “Home” icon in the upper right corner (blue arrow).



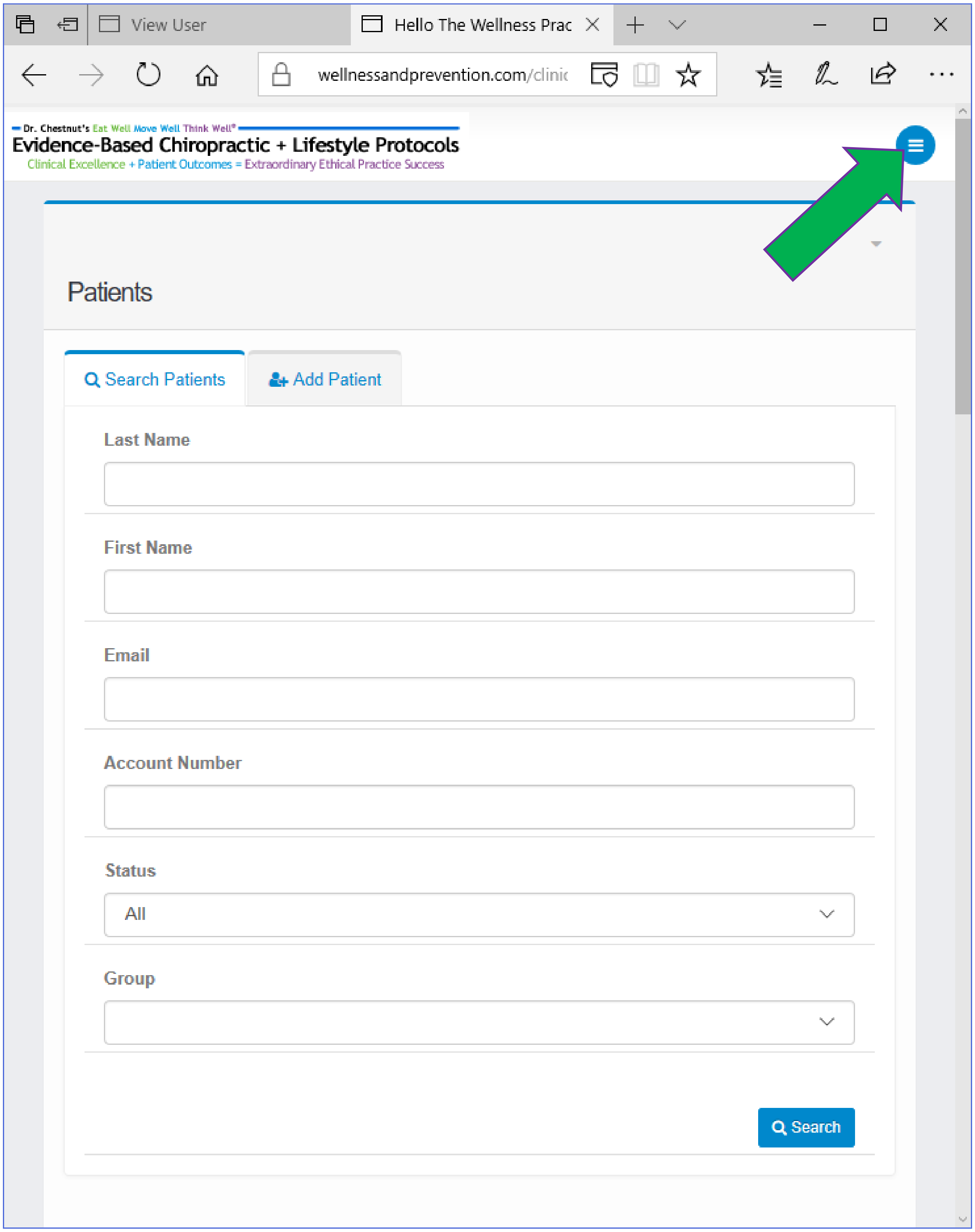
Now you are fully functional. You have access to all features and resources of the system. Depending on how wide your screen is, it may look like this (content "stacked" and you need to scroll down to access certain elements):



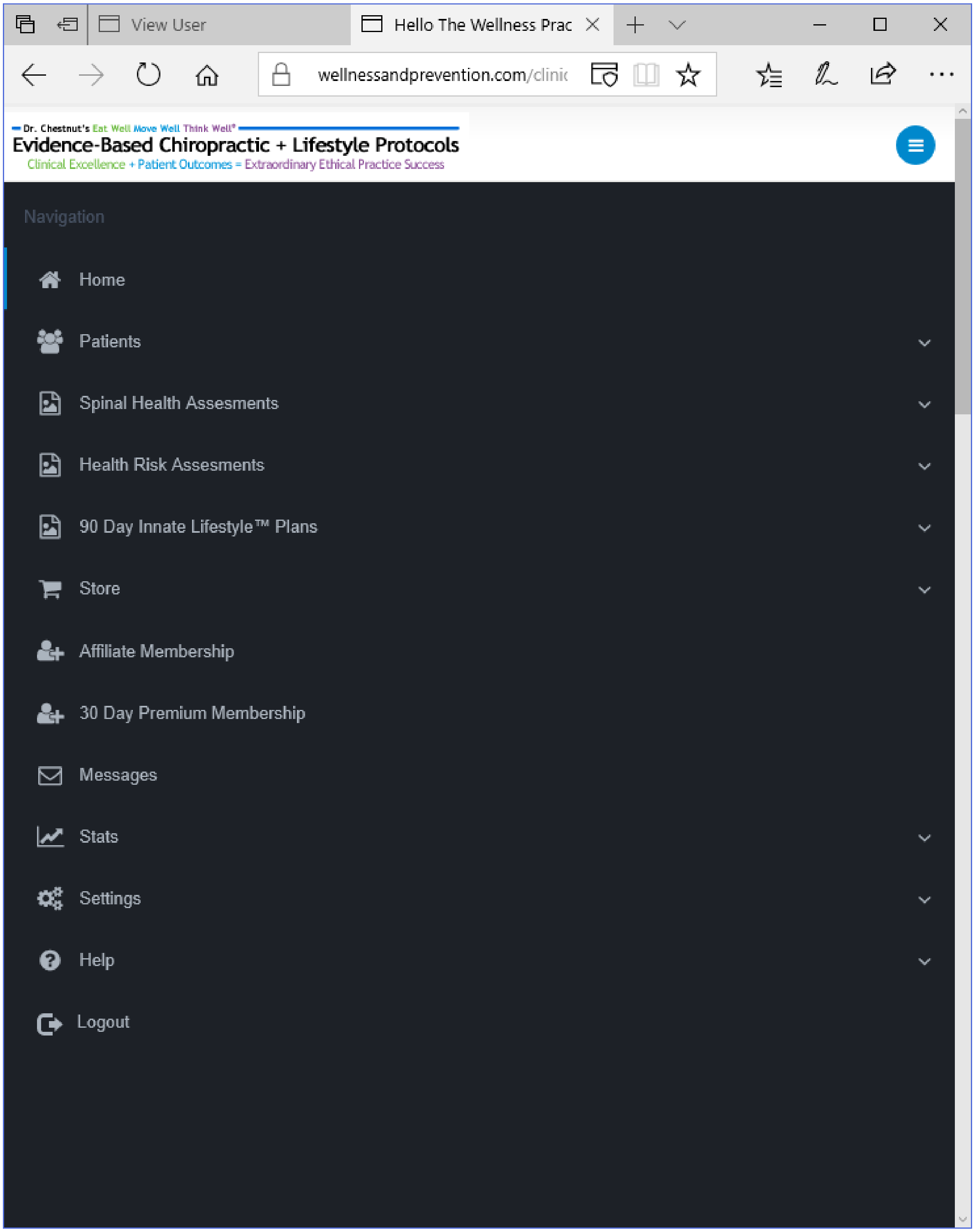
Or like this (content displayed across the screen in a "wide-screen" format):



If your screen is very narrow, the left-side menu buttons may get minimized. To reveal the items, click on the “menu button” (green arrow)

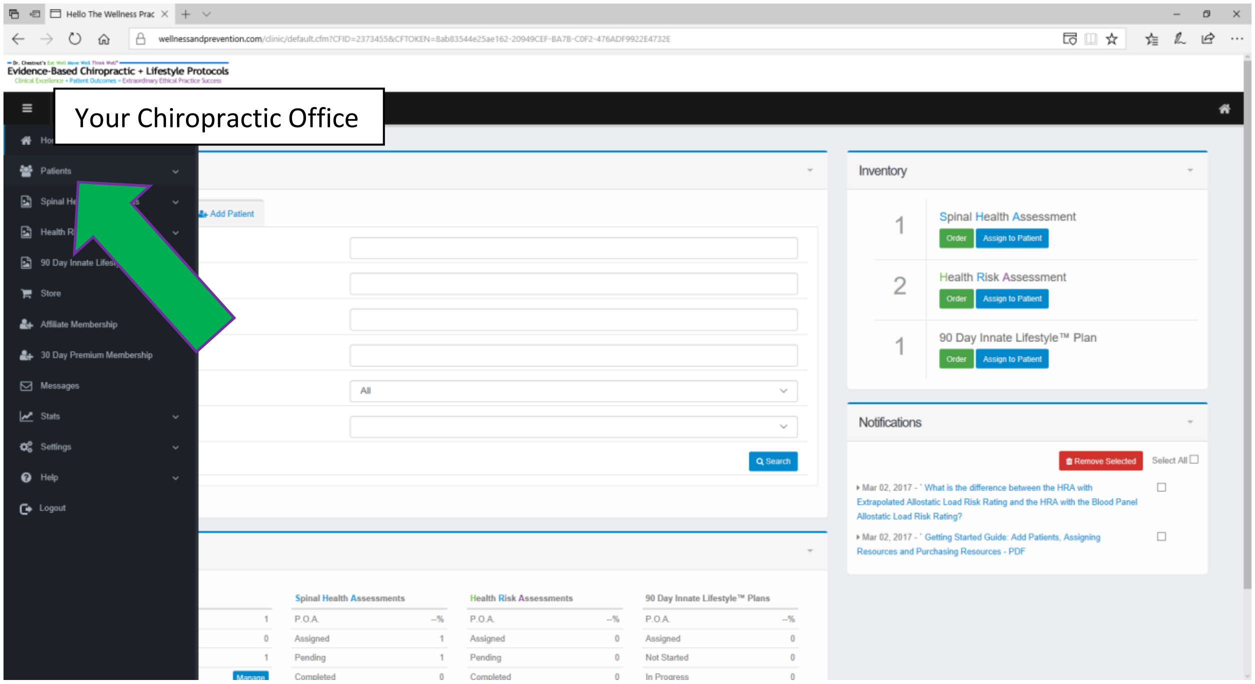


In this layout, you see that the menu buttons cover the entire screen. Menu items with "sub-items" have arrows to indicate that you can "drill down" by clicking on the arrow or item name.

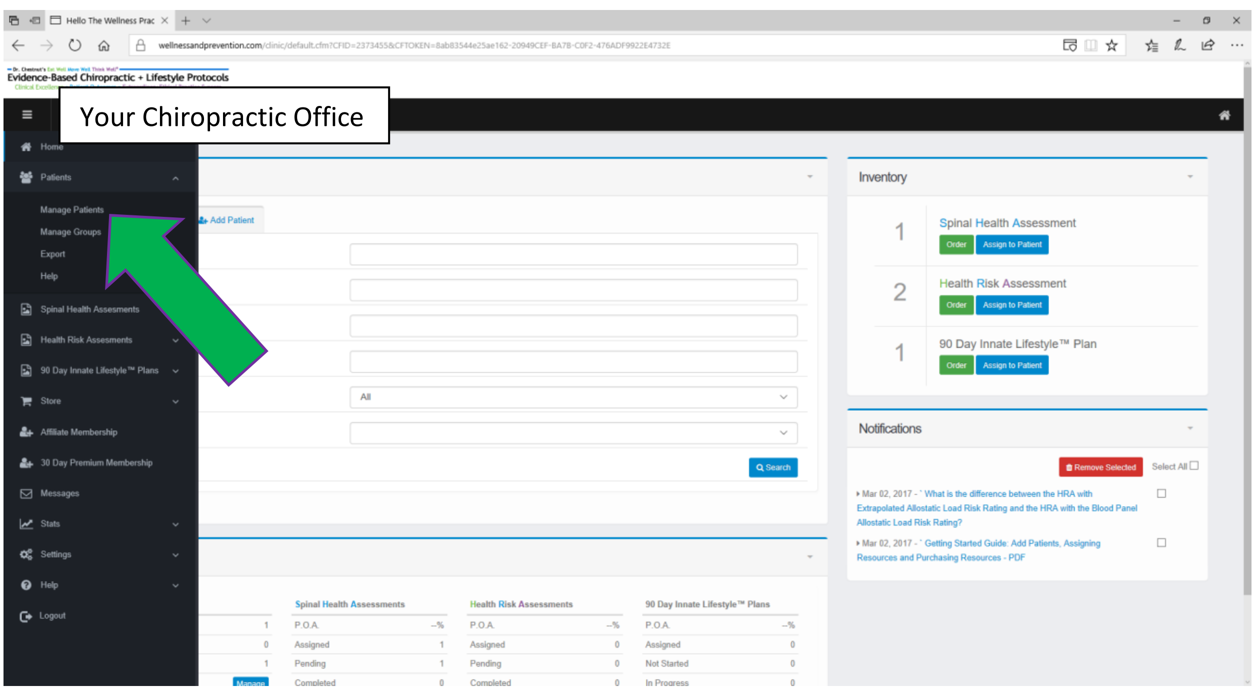


SECTION THREE – ADDING A PATIENT ACCOUNT

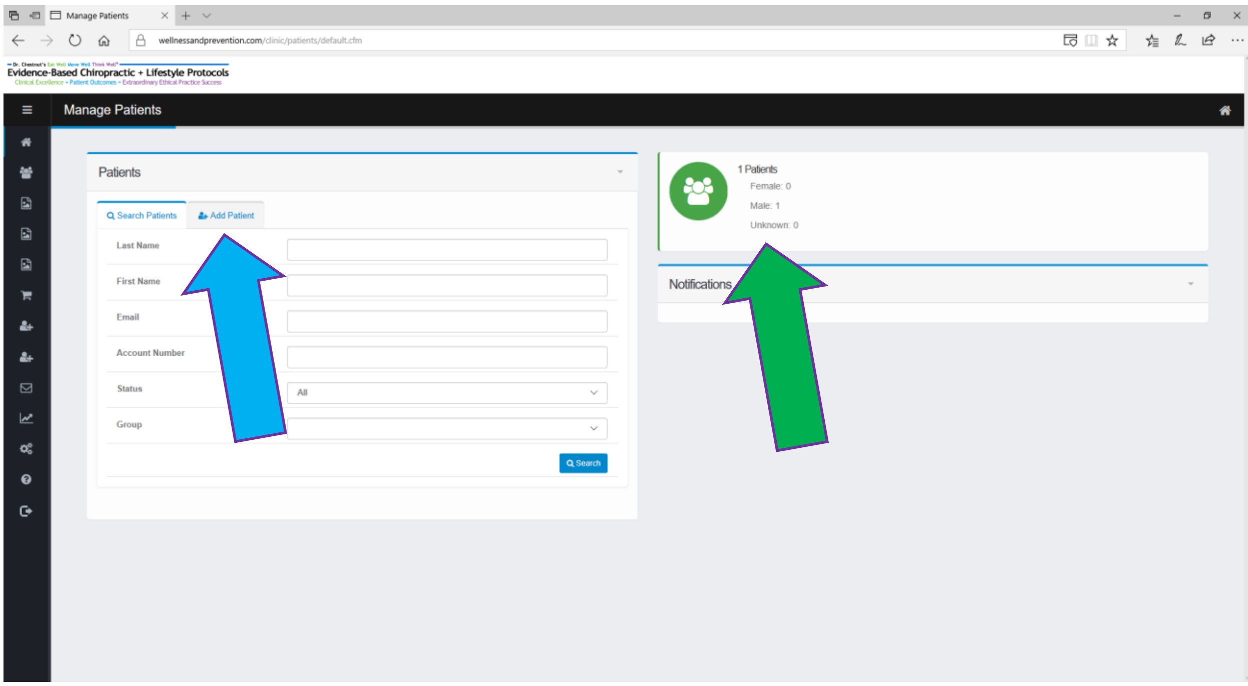
The first skill to learn is ADDING A PATIENT. Always start from the Home Page. Using the menu on the left side, click on “Patients”



Then click on “Manage Patients”



You will see a screen that indicates how many patients are currently in your system – green arrow (in this example there is one male patient). You have two choices – the default tab is “Search Patients” and the other tab is “Add Patient”. Click on “Add Patient” (blue arrow).



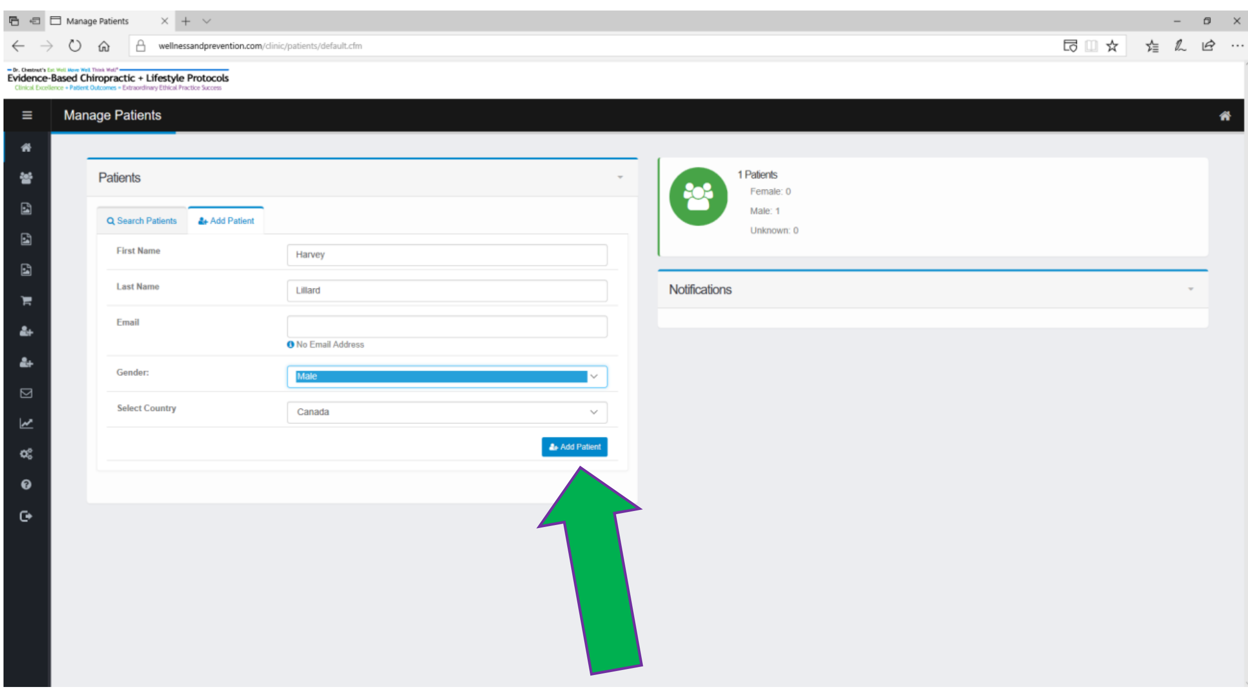
You will see that all you need to add is “First Name”, “Last Name”, “Email”, “Gender”, and Country.

PLEASE take care to enter the first and last name in the correct field; otherwise when you attempt to search you will not be able to find the patient. The country tab will default to your home country however, you may change this for any patient if you wish.

If your patient does not have an email address, you may leave this field blank and our system will assign a non-functioning email address as a unique identifier (it will be something like patient12345@wellnessandprevention.com).

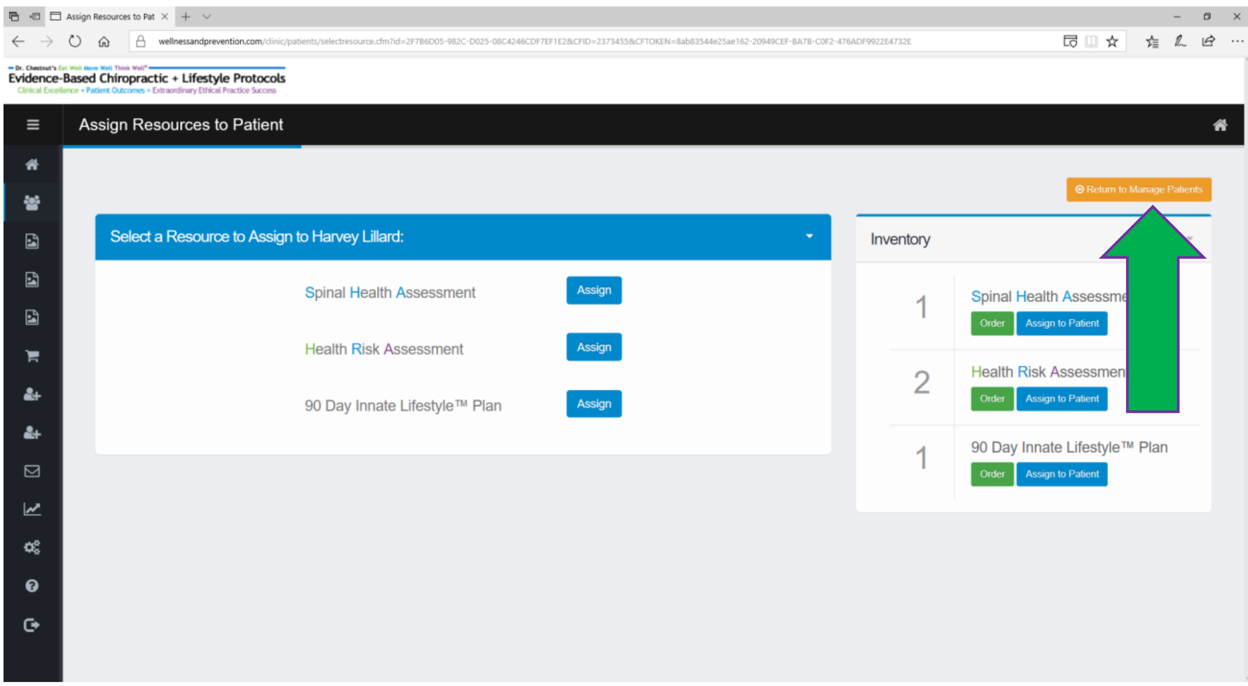
This option is also useful if you have two people sharing an email address. The first of the two entered can use their actual email address, and the second will need to be assigned one. You will need to print out the Access Instructions and provide them to this patient, since they won’t be receiving a welcome email (this will be covered later).

When you have filled out the fields, click on “Add Patient”



The system is designed to be efficient. As soon as you click on "Add Patient", an email is sent to that patient welcoming them and providing login instructions. This email comes from info@thewellnesspractice.com.

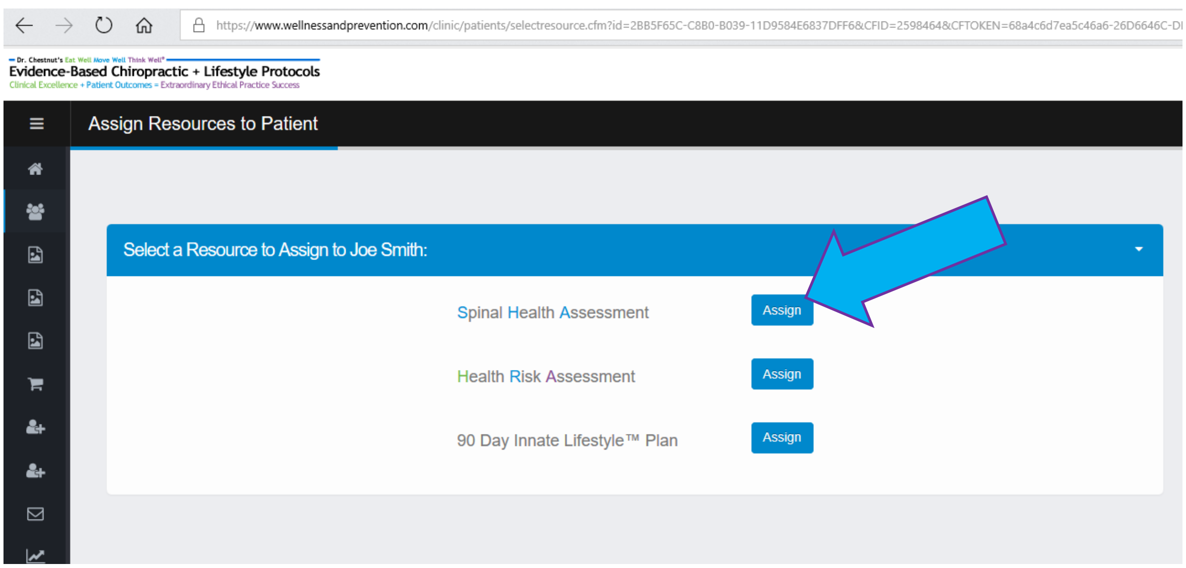
The next screen that comes up gives you the ability to assign a resource immediately (the SHA, the LHRA, or the 90 Day Innate Lifestyle Plan). If you do not wish to assign a resource at this time, you may click on "Return to Manage Patients" (green arrow).



SECTION FOUR – ASSIGNING A RESOURCE (ASSESSMENT OR 90 DAY INNATE LIFESTYLE PLAN)

FROM ADDING A NEW PATIENT ACCOUNT: Remember that as soon as you click on "Add Patient" (after entering name, email, and gender; the next screen that comes up gives you the ability to assign a resource immediately (the SHA, the LHRA, or the 90 Day Innate Lifestyle Plan).

In this example we will assign a Spinal Health Assessment (SHA) – blue arrow.

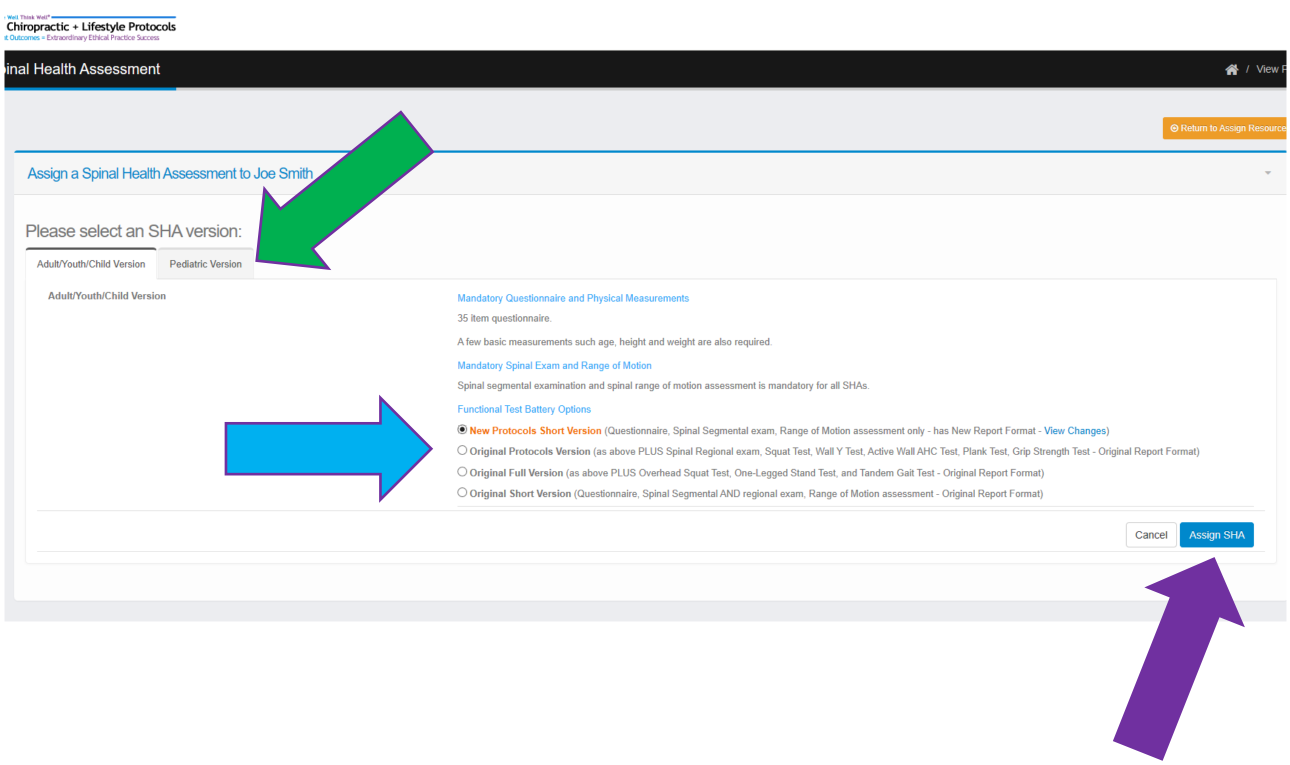


The system defaults to the “Adult/Youth/Child” version of the SHA. We recommend this version for anyone older than age 6 (as soon as they begin sitting at school). If you wanted to assign a “Pediatric” version (palpatory exam only, no questionnaire or ROM required), you would click on that tab (Green arrow).

For the “Adult/Youth/Child” version, the system will allow you to choose between the “New Protocols Short Version”; the “Original Protocols Version”; the “Original Full Version”; and the “Original Short Version”. The differences are explained beside the choice (Blue arrow).

As of February 2020, we HIGHLY recommend the “New Protocols Short Version” (orange font). This is the most powerful and the most efficient version.

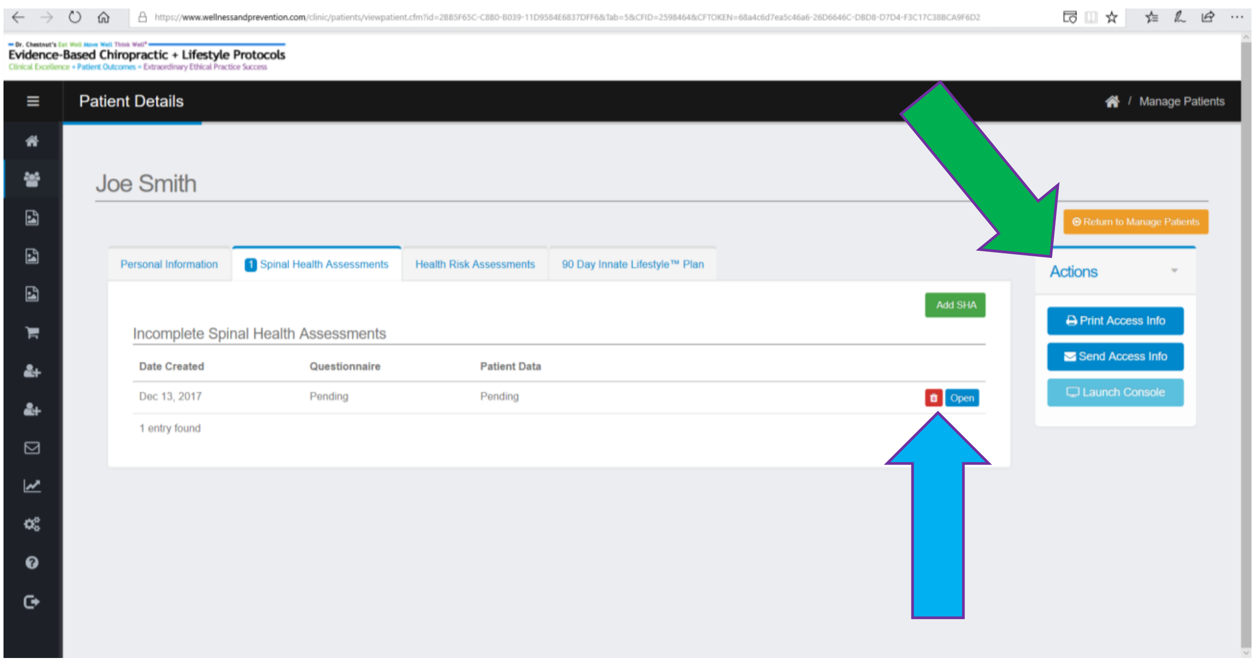
When you are satisfied with the selections, click on “Assign SHA” (Purple arrow).



The next screen that you see will show that this patient has been assigned the resource you selected. This resource assignment will trigger another email to be sent to the patient (informing them that an assessment has been assigned and instructing them to login to complete the assessment).

Any resource that has not been completed may be removed by clicking on the red icon with the depiction of a garbage can (blue arrow). Once an assessment has been completed and the report generated, you can not remove it.

You will also see a section labelled “Actions” (green arrow). If you click on “Print Access Info”, a new tab will open and you will see a PDF document that mimics the welcome email (and acts as the instructions for those without functioning email accounts). You will need to hand this document to those who do not have a functioning email address.



This PDF contains the information required for a patient to log in to their account. In this example, the email address is a "system generated" one (ends in @wellnessandprevention.com - mentioned previously to be used for patients who do not have an email address; or for couples who share one email address).

Eat Well · Move Well · Think Well®
Live Right for Your Species Type™

Evidence-Based Lifestyle Protocols
Applying the Science of Lifestyle, Epigenetics, and Health

Patient Access Instructions

Hello Joe.

Welcome to **Wellness and Prevention Solutions**.

Your account has been created by Test Durban in order to provide you with access to tools to assess your health and educational information to help you improve your health.

Logging In

A temporary password has been created for you.

After your first time logging in, you will be prompted to set a new password to make future logins easier.

Login Information:

Go to www.wellnessandprevention.com/patient/. Use the following to log in:

Email Address: patient7927787@wellnessandprevention.com
Password: 2ivba6we

You may wish to bookmark the login page for future access.

After Logging In

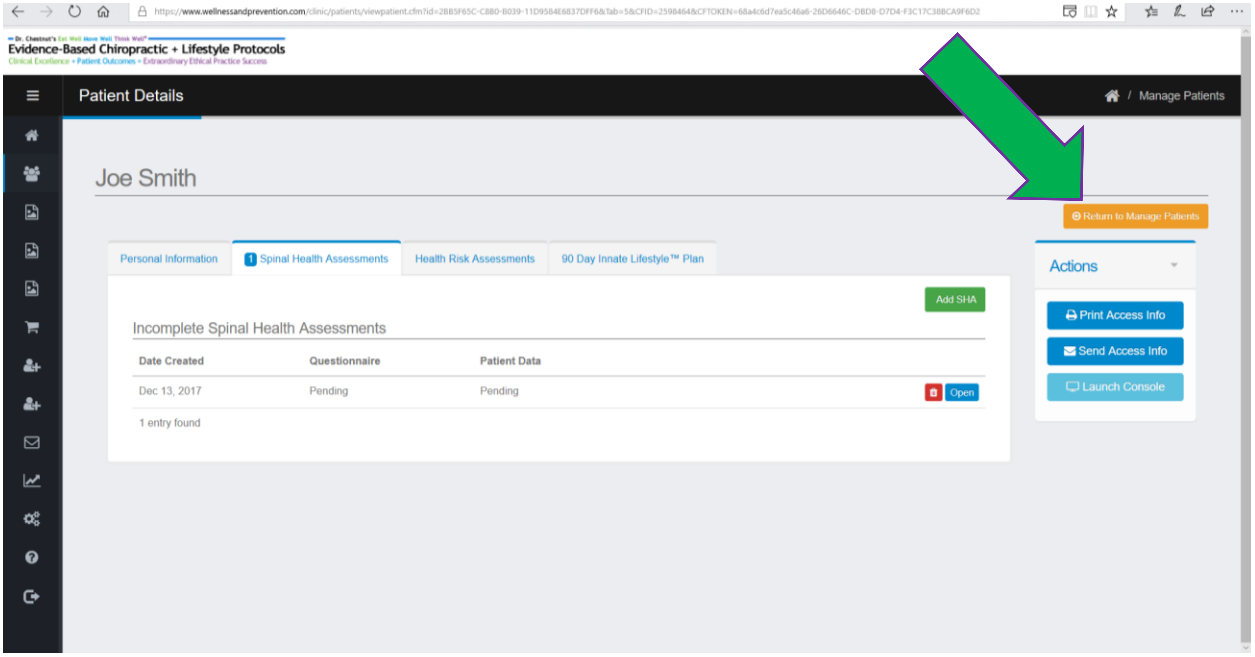
Any pending items (HRA, 90 Day Innate Lifestyle™ Plan, SHA) that require action will be dislayed on your home page.

You practitioner may assign and HRA, 90 Day Innate Lifestyle™ Plan, or SHA at a later date. You will receive a separate email each time a new resource is added to your account and a new pending message will appear under the applicable section of your home page.

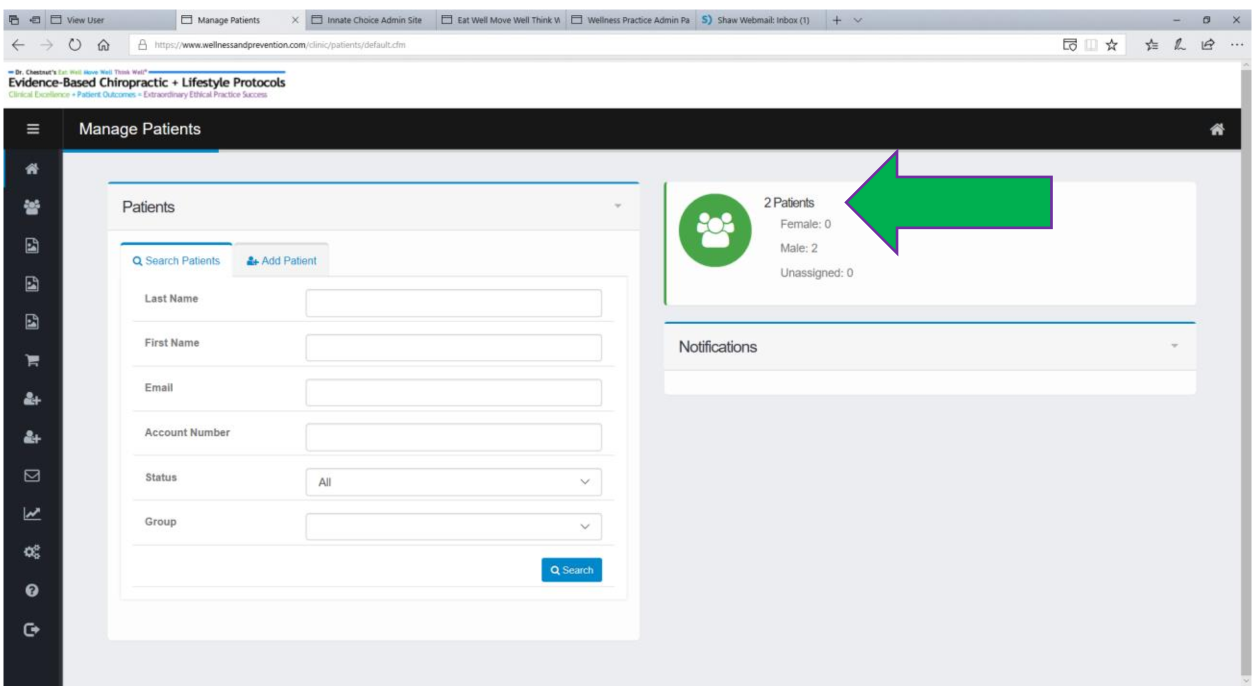
Additional information can be found in the Help section.

Contact

When you have finished with this patient, click on “Return to Manage Patients” to go back to the screen that you started from (the “Manage Patients” page).



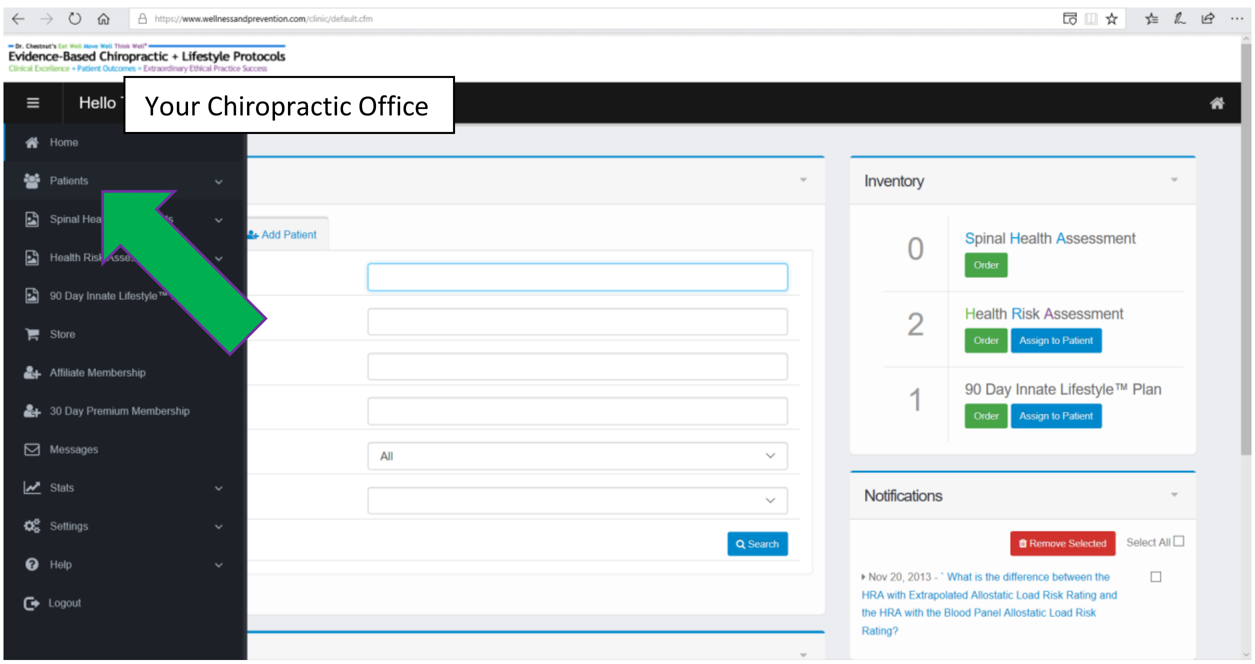
As you can see in this example, now there are two male patients in the system (Green arrow).



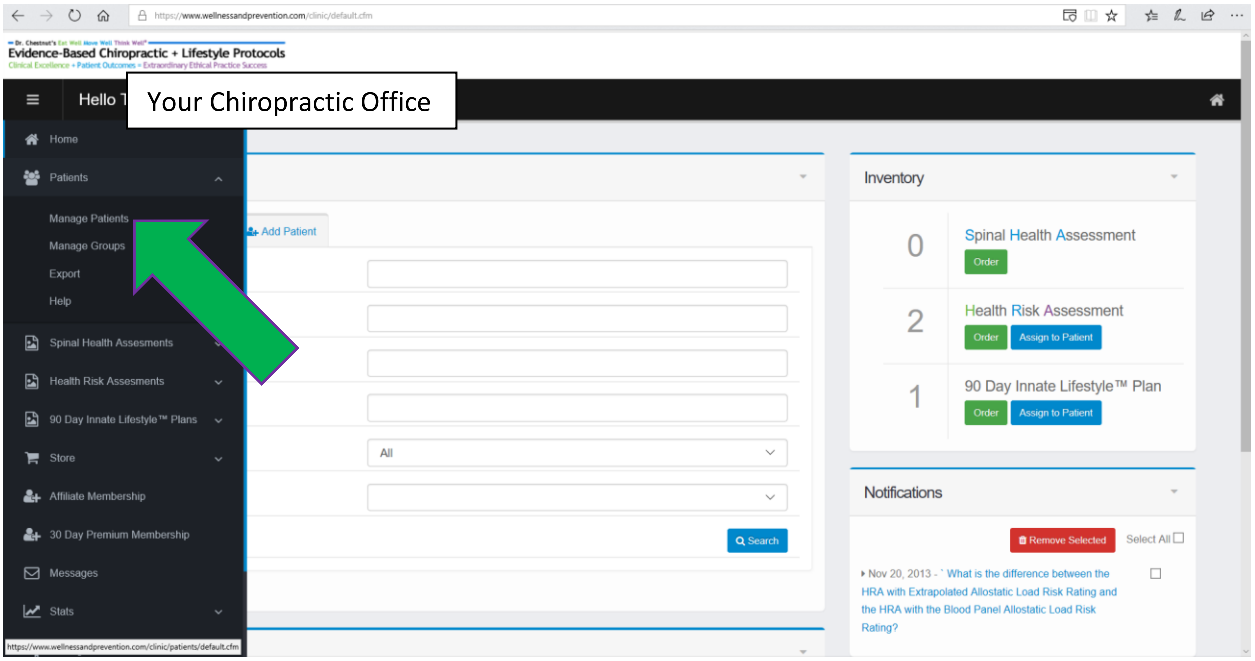
SECTION FOUR continued – ASSIGNING A RESOURCE (ASSESSMENT OR 90 DAY INNATE LIFESTYLE PLAN)

FROM AN EXISTING PATIENT ACCOUNT: This method is used when the patient account already exists – as in the case for re-evaluations; or for assigning a resource AFTER the patient account has been entered.

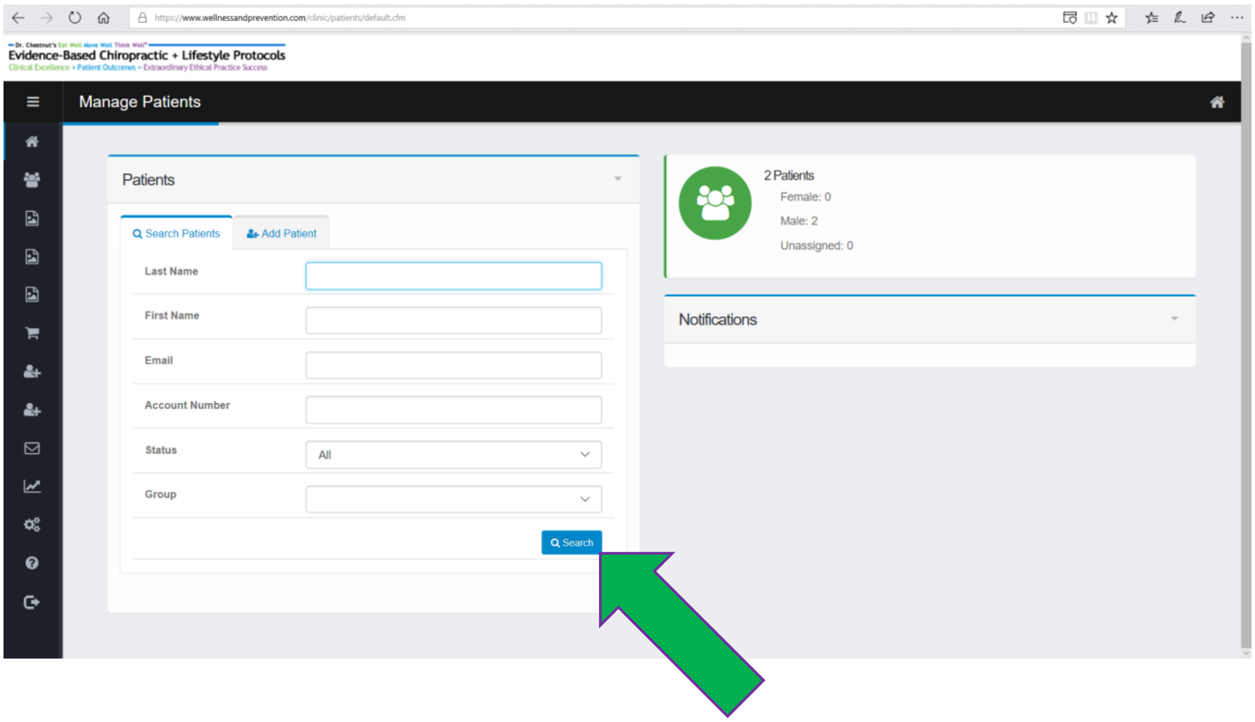
Start at the Home page and click on "Patients" in the left hand menu (Green arrow).



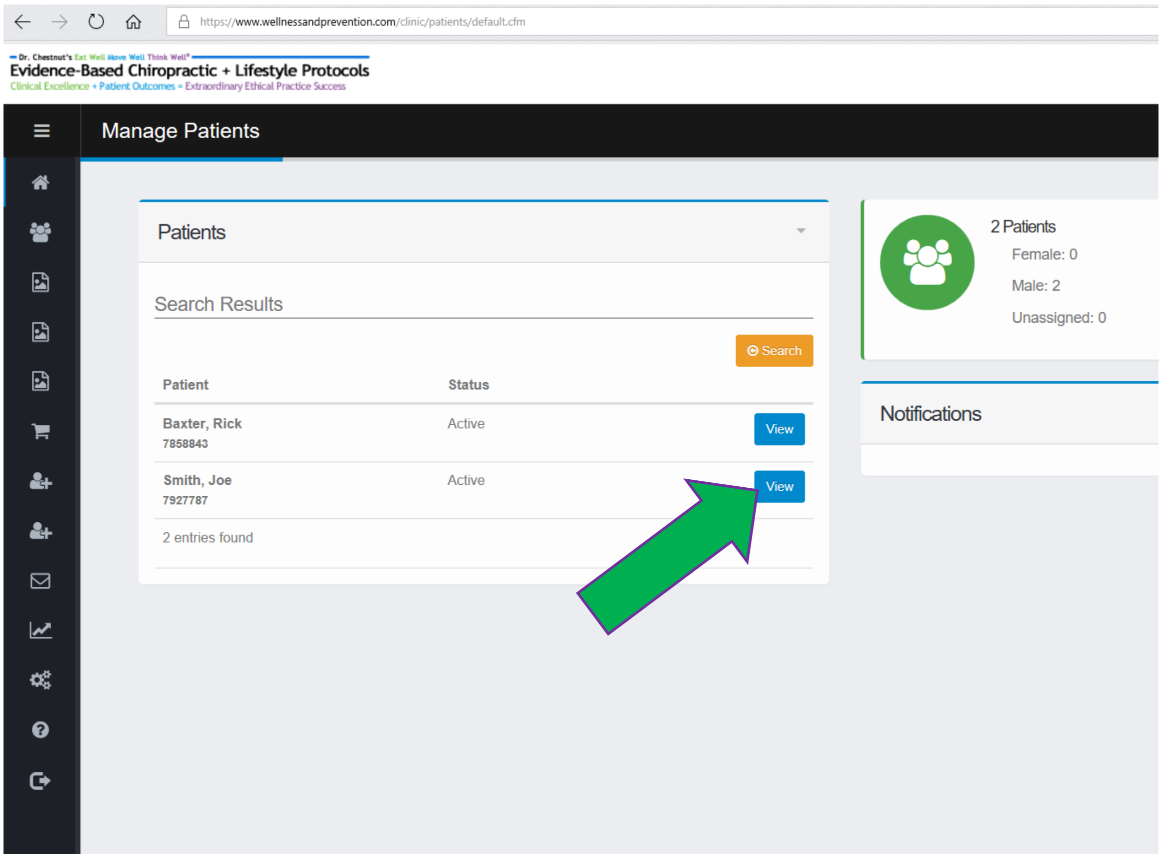
Then click on “Manage Patients” (Green arrow):



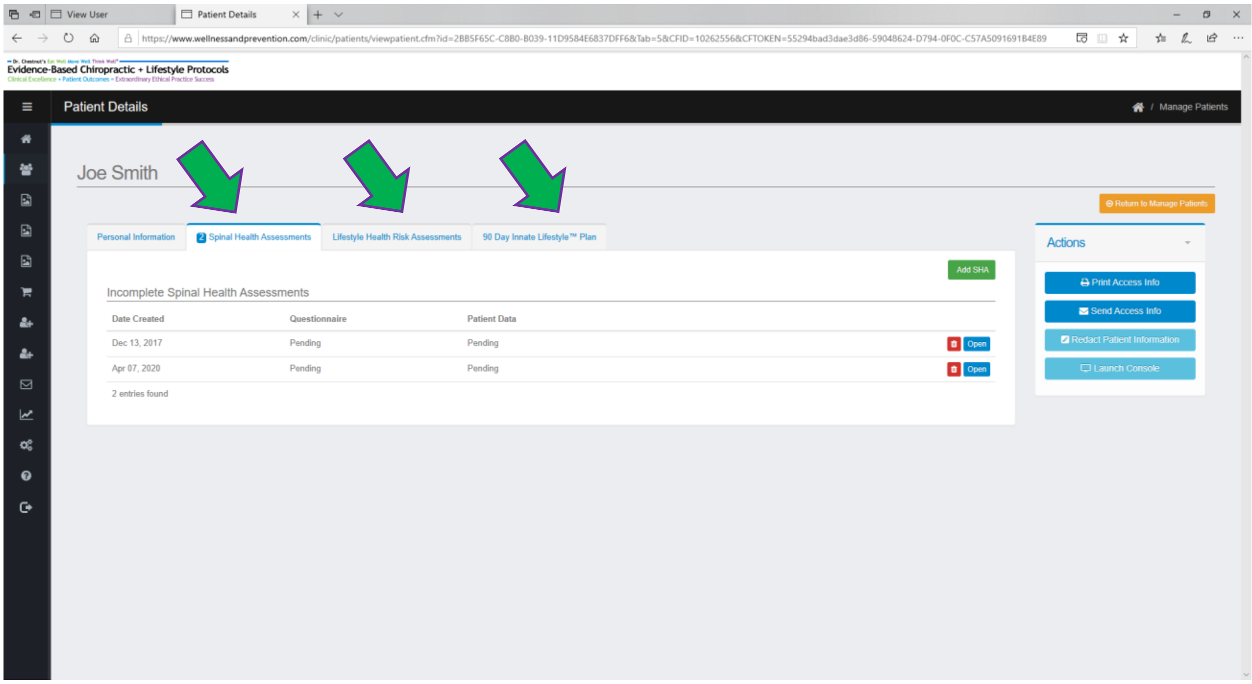
On the “Manage Patients” page, click “Search” (Green arrow). If you have a long list of patients, enter the patient’s last name to narrow the search result.



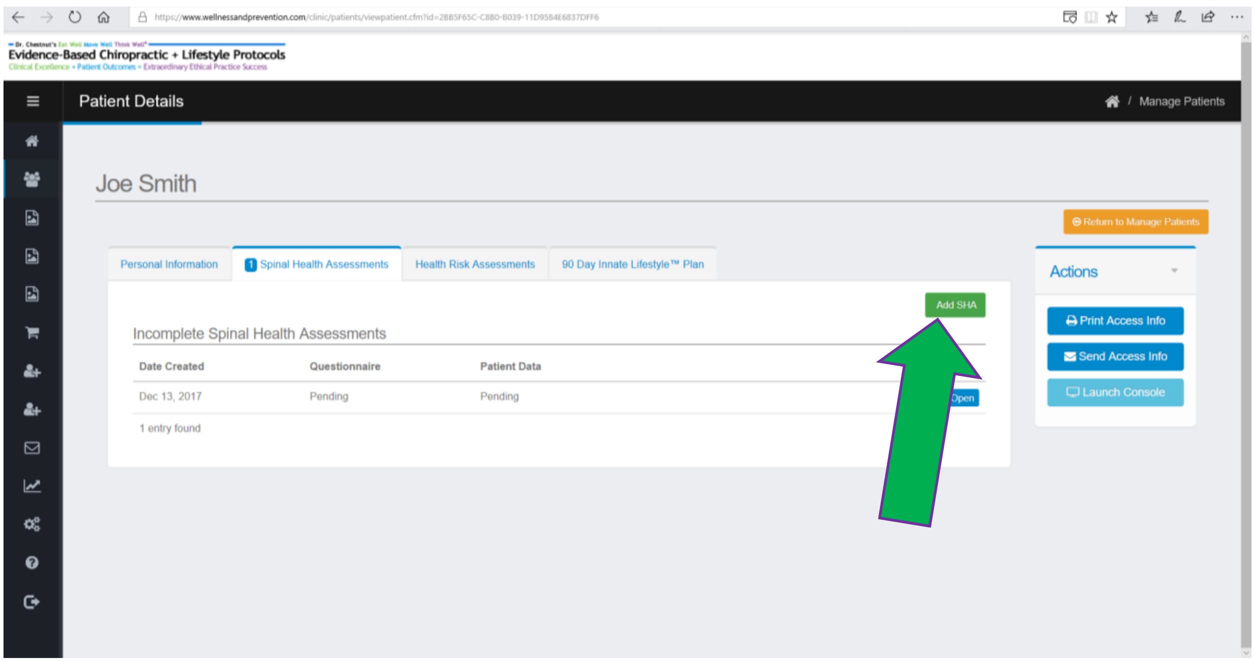
From the list of patients, choose the one you want and click on “View”:



The next page will display the "Personal Information" for that patient, and will also have the tabs for the SHA, LHRA, and 90 Day Innate Lifestyle Plan (green arrows). Click on the tab corresponding to the resource that you want to assign:



In each case, there will be a button in the upper right corner labelled “Add SHA” (or “Add LHRA”; or “Add 90 Day Plan”). In each case, clicking this button will take you to the “Assignment Menu” – where you get to select the options for that particular resource. From that point forward it is the same as assigning to a new patient (refer to page 22 above if necessary).



Congratulations! You have completed the BASIC training. You are now ready to move on to the ADVANCED training document! Well done.