



PEP BINDER DOCUMENTS WEB PAGE INSTRUCTIONS

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IMPORTANT **Read This Document First Before Reading** **The Rest of This Web Page**

PURPOSE AND BENEFITS OF THE PEP BINDER

Each client receives a professional 3-ring binder titled, **Personal Education Program (PEP)**, which we refer to as the **PEP Binder**. This binder provides:

1. A safe place for all Clinical Nutrition documents, whether the purpose of the document is testing and therapy, dietary and lifestyle education and/or health maintenance.
2. The PEP Binder also helps each client stay organized as they receive or download new documents in the future, such as updated Laboratory Reports, new Program Instructions, and PEP Educational Articles. This is also saving clients' money when Dr. Smith and clients are working with documents during Consultations as each document has a place and should be in that place at all times, unless currently reading or using the document. How does this save clients' money? An organized binder prevents the fee for their consultation time from including time spent on the client "looking" through their binder for documents due to being out of place and yet needed for the consultation.



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3. Upon receipt of your PEP Binder, you will notice that there is a **Table of Contents** and **10 Index Dividers with Tabs numbered from 1 to 10.** The sections below on this web page correspond to the number and title for each of these ten dividers and begin with a section heading. For example, "Index Tab #>" The web page section titles also provides additional information to help you understand:
 - a. The types of documents to be inserted, especially when the brief title on the **Table of Contents** in your PEP Binder does not provide sufficient space for information to be included for a clear understanding of section documents.
 - b. If there are no documents under the section headings ("Index Tab #"), this means that you will be receiving these types of documents in the future and upon receipt, this will be the section in your PEP Binder where you will insert them.

DOCUMENTS IN YOUR PEP BINDER NOW AND THOSE ON THIS WEBPAGE

Right now we have a supply of PEP Binders that are complete with the initial documents for new clients. Once we have depleted this supply, we will post each of the documents on this web page so new clients at that time and in the future may print and insert them into the PEP Binder.

The documents that will be posted on this web page, which are now the documents currently in your PEP Binder and this supply we have on-hand, represent the most important documents every PEP Binder should have for new clients.

In other words, these documents lay the foundation and future documents you will add to your PEP Binder are specific to your needs to help you build your own personalized healing and health maintenance program and educational binder.

DOCUMENTS ON THIS WEB PAGE ARE UPDATES

The documents that are posted on this web page now are **updates to the documents with the same title that is currently in your PEP Binder.** Therefore, it is important to **print and replace the original copy behind their Index Divider Tab # in your PEP binder with the updates.**



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Then watch for **Client Announcement Emails** when we announce that new documents have been updated and posted on this web page. Also in that email, we will provide a link to this webpage so you will have quick access to download (print) them.

The closer we get to depleting the supply of Document-Ready PEP Binders presently on-hand for new clients, you will notice more and more documents appearing on this web page.

PURPOSE AND HOW TO USE INFORMATION ON THIS WEB PAGE

1. **Purpose of this web page:**
 - a. This web page provides the documents that are to be printed and inserted into each of the 10 sections in your PEP Binder.
 - b. Sections are divided by Index Dividers with Tabs, numbered from 1 to 10.
 - c. Note: not all sections will have documents to print and insert as some sections are provided as a place to insert documents received in the near future.
2. **Index Divider Number and Titles:** The **numbers and titles** for the sections on this web page correspond to the 10 Tab Dividers (Number and Title) in your PEP Binder.
3. **Document Location and Order:** Insert the documents after the Index Tab and in the order presented below.
4. **Document #:** Under the PDF Icon is the word "Doc" and a Number (Example: Doc #3). If you started counting from the first document in the front of the PEP Binder to the last document at the back of your PEP Binder, then Document #3 is the third document you would see. A document may be a one-sided printed sheet, a sheet with information printed on both sides or several sheets stapled together..
5. **Filing of New Documents:** When filing new documents into your PEP Binder, keep the most current dated document on top. For example, when inserting a newly updated Blood Chemistry Laboratory Report, you would insert it on top of the previous Lab Report.