



Metabolic Code®

DIET & NUTRITION

LOOK GOOD, FEEL BETTER

PRACTITIONER GUIDE TO MCD PROGRAMS

www.metaboliccodepro.com



Metabolic Code®

unlock your healthiest you



The Metabolic Code® Diet is a powerful tool that will create a big shift and momentum in your client's journey toward health and vitality. Carefully crafted by our team of dietitians, we have worked hard to make it easy to follow, and easy to administer.

In order to help you serve more people in the most efficient way possible, we have automated the diet delivery process through our new Point of Care platform.

You can now easily plug clients into the programs and have documents delivered directly to their app.

Quick Facts & Important Things to Know

- Each program includes all the necessary pdfs, client direction for the week, and intermittent wellness questionnaires (outside of the MC assessment). We have built in prep weeks for most programs to help get your clients ease into things.
- Clients will receive information once a week to help them prepare and plan for the following week. They cannot skip ahead in the program. Each program varies in length.
- The programs are built to be rolling start, meaning there is no specific start date, you can plug in clients at any time.
- You can plug in as many people as you'd like to these programs there is no limit.
- You cannot make modifications to these "official MCD programs," but you are able to create your own programs in the system, and there is no limit of the # of programs you can have.
- We will be making updates to the Official programs and files when needed, these changes will be reflected in the official version only.
- There are forms and documents associated to these programs that you will see in other areas of the platform. These can be copied but the originals cannot be modified.

Please read this entire document. At the end we go through how to add clients to the programs and



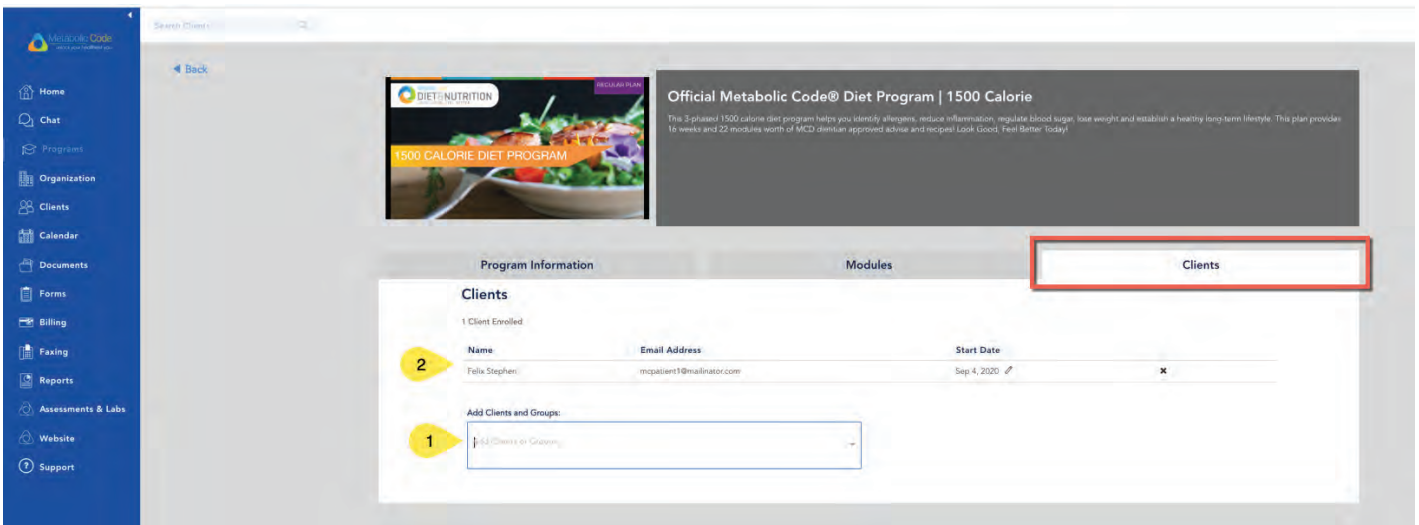
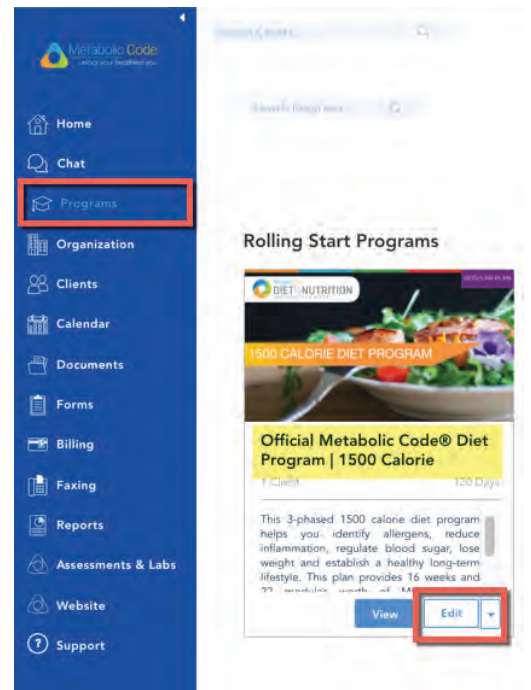


Where to Find Programs

- Once you are logged into your practitioner account, click on PROGRAMS on the left menu. www.metaboliccodepro.com
- Here you will see all the programs available to you, as well as the ones you have created.
- The programs that we have created for you will all start with "OFFICIAL." This way you know which ones cannot be modified.

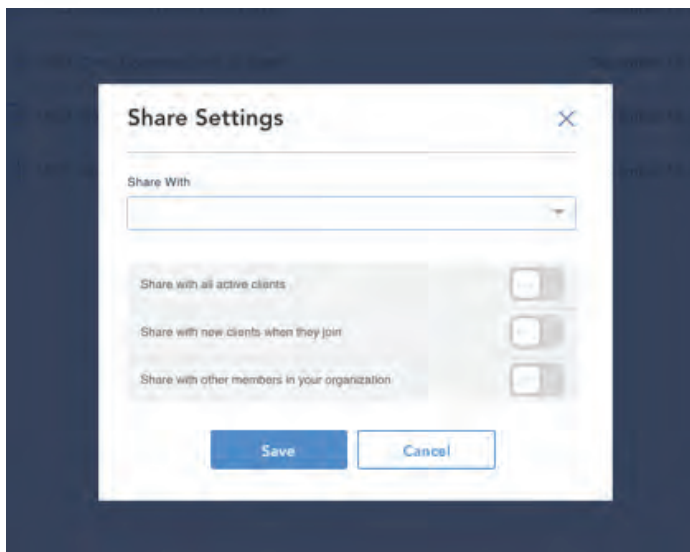
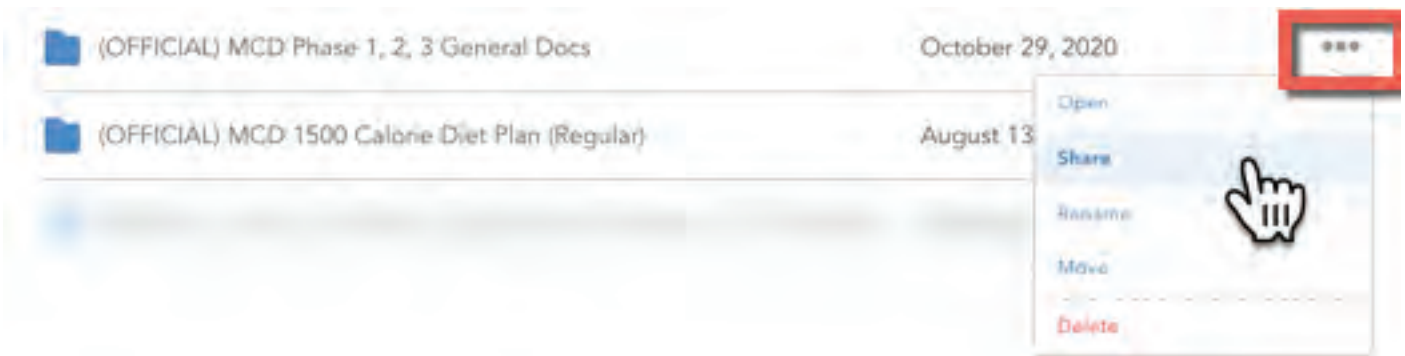
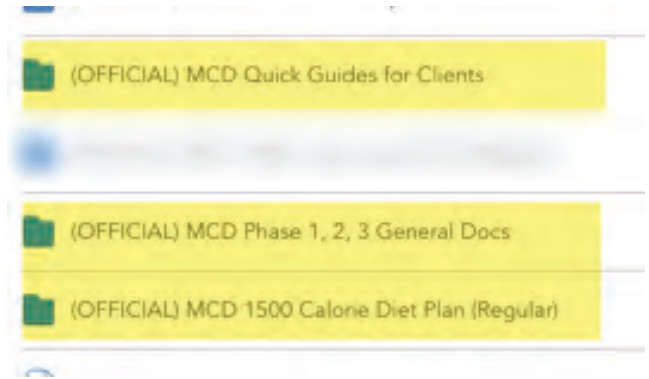
How to Add Cilents

- Choose the program you would like to add a client to and click the "EDIT" button.
- Then click on the "CLIENTS" tab, there you will see a box where you can add clients and groups (#1 below)
- Once enrolled they will appear in the table on this page (#2 below). To delete clients from a program come to this table and click the "X"
- Clients that enroll into the program through a package will show up here as well.



HOW TO ADD A CLIENT TO THE 1500 CALORIE PROGRAM

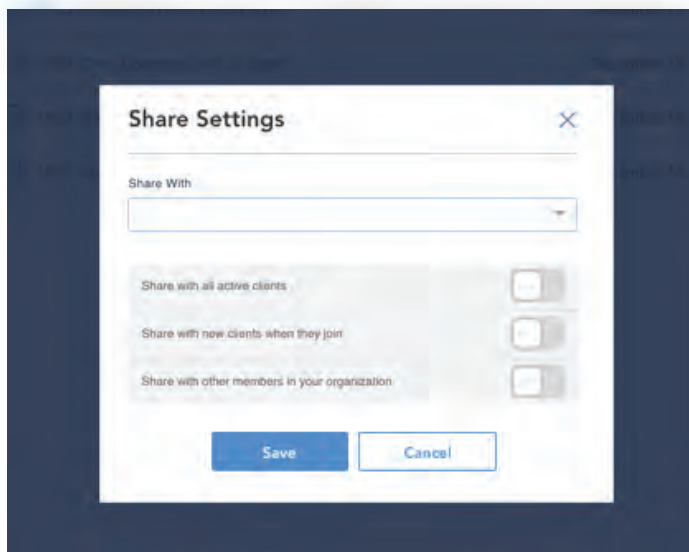
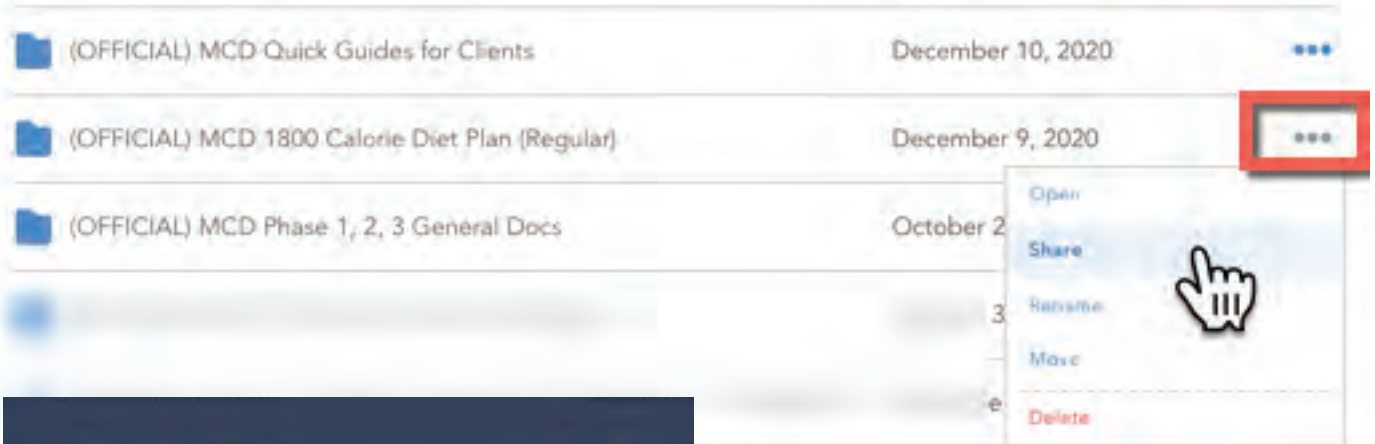
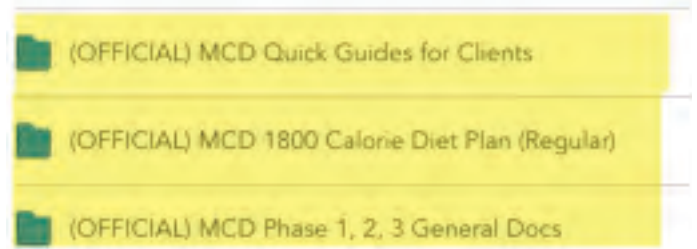
- Share the following document folders with the client BEFORE adding them to the program (shown to the right.)
- This will make sure that everything stays organized in the same file structure on their side.
- To share a folder, click on the three dots to the right (shown below), click on share, type in the client you want to share with. They will have access to the full contents of this folder.





HOW TO ADD A CLIENT TO THE 1800 CALORIE PROGRAM

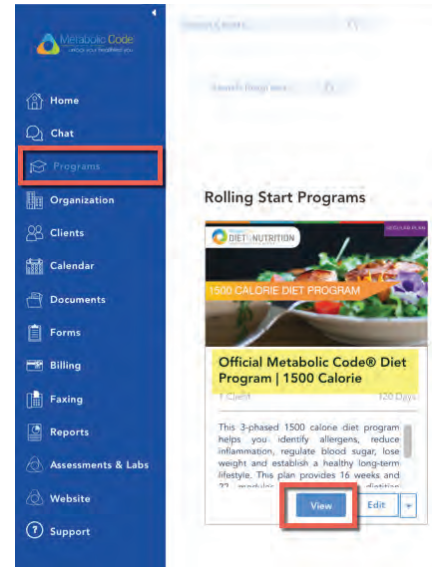
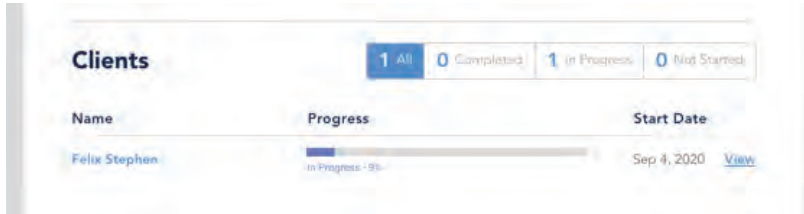
- Share the following document folders with the client BEFORE adding them to the program (shown to the right.)
- This will make sure that everything stays organized in the same file structure on their side.
- To share a folder, click on the three dots to the right (shown below), click on share, type in the client you want to share with. They will have access to the full contents of this folder.



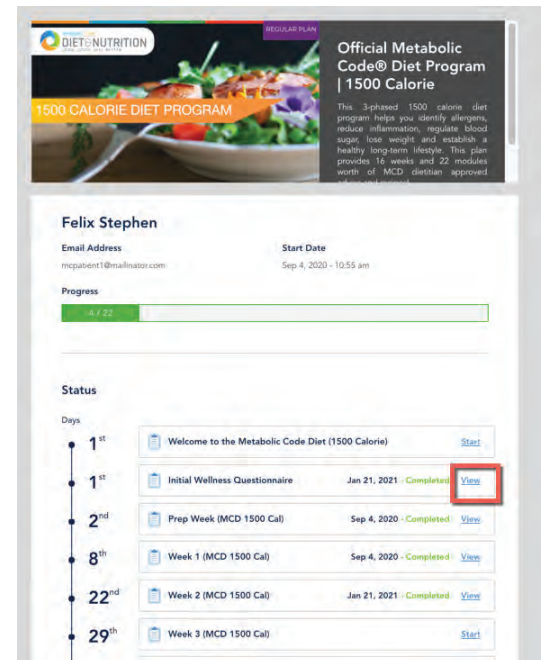


See Client Progress

- Once you are logged into your practitioner account, click on PROGRAMS on the left menu.
- Click “VIEW” for the program you want to see client progress on (shown to the right)
- Scroll all the way to the bottom of that screen to the “CLIENTS” section for an overview.



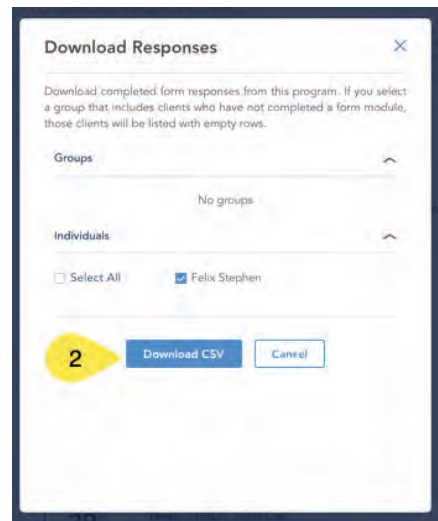
- For more detail on a client, and to view their individual responses to a program form click “VIEW” for more details.
- Here you will see what modules they have completed and you can “VIEW” the responses to those forms. (shown to the right)
- To view all programs that a client is current enrolled in, you can also go to the client’s profile through the “CLIENTS” section of the portal. Once in the client profile, click the “OVERVIEW” tab and scroll all the way to the bottom to “PROGRAMS.” Here you can view status of all the programs they’re in and click into the details their details that way





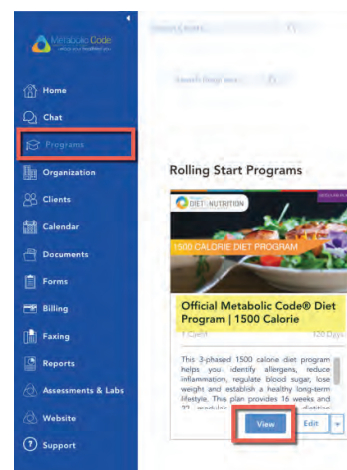
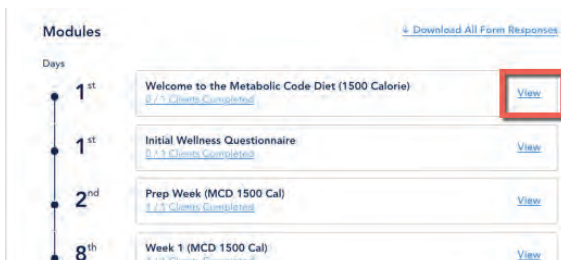
DL Program Form Responses

- You also have the option to download a report (CSV file) of ALL Form Responses made in the program.
- To View all responses, “VIEW” the program, scroll to modules, and click on “DOWNLOAD ALL FORM RESPONSES” (#1)
- You will have the option to download everyone’s responses, a group’s, or one client’s response in CSV format (#2)



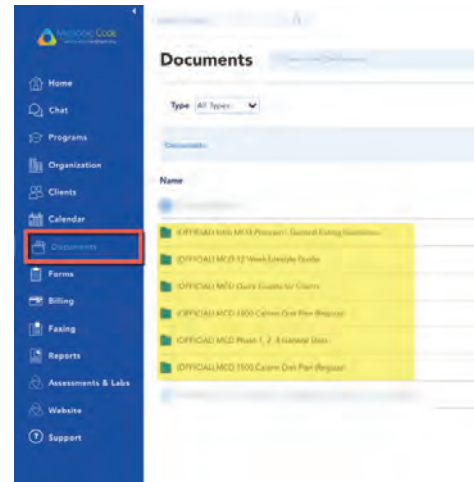
Preview the Program Yourself

- From the main program page, choose the program you would like to preview and click “VIEW” (shown right.)
- Scroll to the “1ST Day” and click “VIEW.” This will allow you to scroll through the whole program. At the bottom of each module click “SKIP” to go to the next module (clients cannot do preview and skip ahead.)



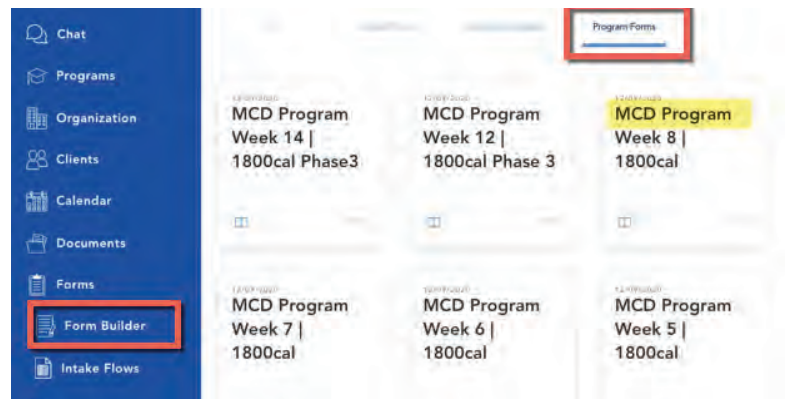
Associated Program Documents

- In the “DOCUMENTS” section you will see several folders named “OFFICIAL MCD...” these are the folders and documents that are associated and linked to the programs. These are the documents that will be delivered during the programs.
- Please do not add, delete, or modify these. This will ensure that the program runs smoothly and that all updates are made automatically to your account.



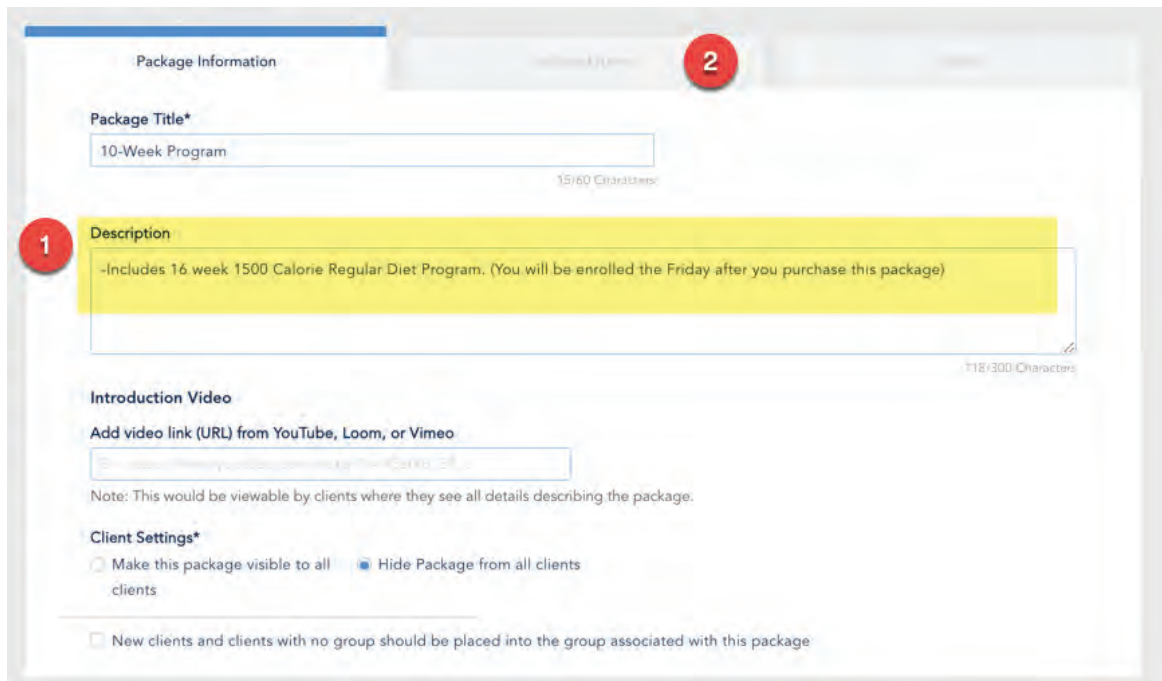
Associated Program Forms

- In FORM BUILDER under PROGRAM FORMS you will find all the forms that make up the MCD Programs.
- These forms cannot be altered, but if you would like to use them as a template for another program you can duplicate it. **Rename the duplicate.** If we make any adjustments to the official forms these updates will be reflected automatically in your forms as well.



PROGRAM STARTS DATES & WHEN THEY RECEIVE WEEKLY MATERIALS

- The official MCD programs are set to have a rolling start. This means you can enroll clients at any time.
- Clients will receive their welcome packet the day you enroll them. The following day they will receive information to help them prep for the upcoming week including: shopping lists, menu plans, recipes, and videos.
- We recommend batch enrolling clients on Fridays, this way they have the weekend to review all prep materials, go shopping, and get mentally prepared for the week to come. To do this you would follow the directions on page three of this guide “How to Add Clients,” and add clients manually into the program using their email address.
- If you decide to link the diet programs to a package, the clients will automatically get enrolled into the program once they purchase the package that is linked to a program. If you want to manually enroll instead you would add the program within the package description (#1), but you would not add it to “Included Items” tab (#2).

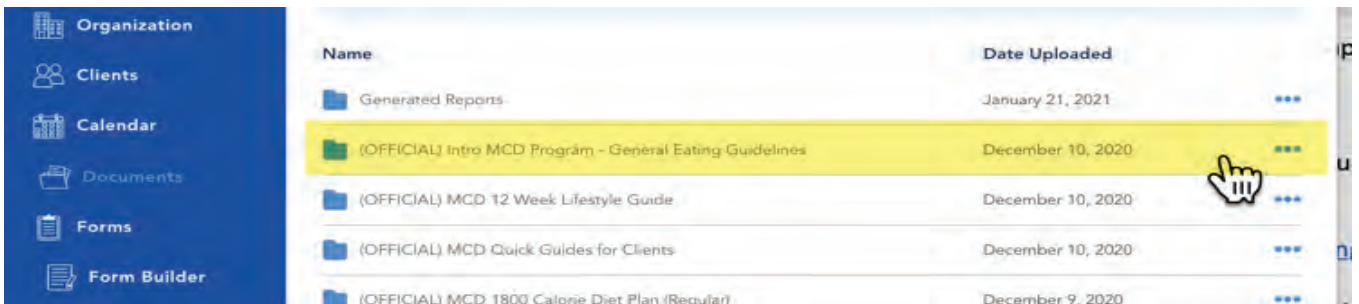


The screenshot displays the 'Package Information' tab of a software interface. A red circle with the number '2' is positioned above the 'Included Items' tab. The 'Package Title*' field contains '10-Week Program' with a character count of 15/60. The 'Description' field, highlighted in yellow and marked with a red circle '1', contains the text: '-Includes 16 week 1500 Calorie Regular Diet Program. (You will be enrolled the Friday after you purchase this package)'. Below this is the 'Introduction Video' section with a text input field for a video link and a note: 'Note: This would be viewable by clients where they see all details describing the package.' The 'Client Settings*' section includes two radio buttons: 'Make this package visible to all clients' (unchecked) and 'Hide Package from all clients' (checked). At the bottom, there is an unchecked checkbox for 'New clients and clients with no group should be placed into the group associated with this package'.



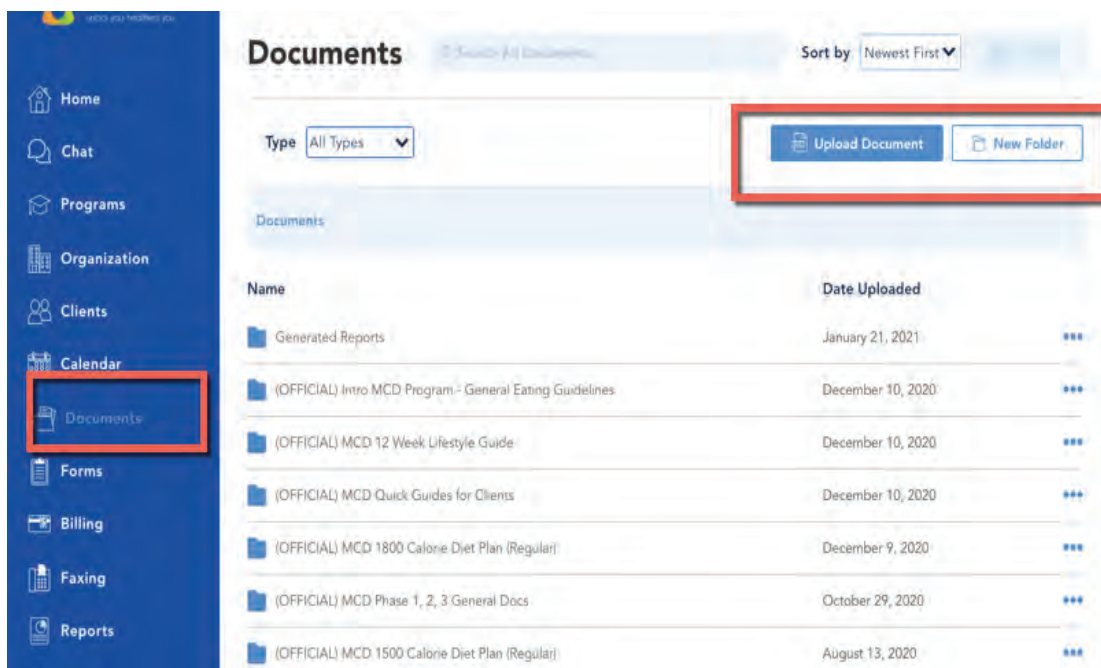
If Client is Not Ready for the FULL MCD Program

- Some clients need to ease into the FULL MCD Program. In this case you can share the GENERAL EATING GUIDESLINES folder with the client.
- This folder includes 4 keys documents that will help them become more aware of what they are eating and how they can begin to make better decisions at home and when eating out. We have included a document to help them make better choices when shopping as well.
- You could task them to send you journal entries of food they're eating or grocery hauls. You can also set goals for them to keep them accountable to small changes over time, until you feel they are ready to jump into the full MCD program.



Creating Your Own Folders

- As a Metabolic Code® Practitioner you have access to all the official documents through the website Resource Library. Log into the website and go to this URL <https://www.metaboliccode.com/pro-resource-library/> here you will find all the diets programs that are currently available, with all the relevant documents. You can download copies to your computer and then upload them into the point of care platform into your own folder outside of our official MCD programs.
- We want to give you flexibility in creating your own programs while maintaining the integrity of our official programs. if you have any questions reach out to our support team <https://www.metaboliccode.com/support>

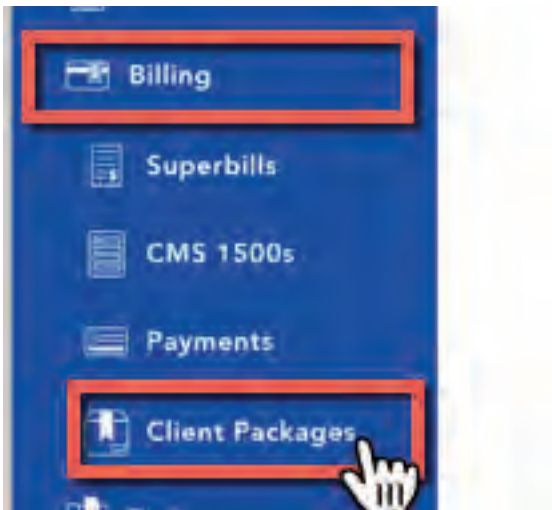


The screenshot displays the 'Documents' section of the Metabolic Code platform. On the left sidebar, the 'Documents' menu item is highlighted with a red box. The main content area features a 'Documents' header with a search bar and a 'Sort by' dropdown set to 'Newest First'. Below this, there are two buttons: 'Upload Document' and 'New Folder', both highlighted with a red box. A table lists various documents with their names and upload dates.

Name	Date Uploaded
Generated Reports	January 21, 2021
(OFFICIAL) Intro MCD Program - General Eating Guidelines	December 10, 2020
(OFFICIAL) MCD 12 Week Lifestyle Guide	December 10, 2020
(OFFICIAL) MCD Quick Guides for Clients	December 10, 2020
(OFFICIAL) MCD 1800 Calorie Diet Plan (Regular)	December 9, 2020
(OFFICIAL) MCD Phase 1, 2, 3 General Docs	October 29, 2020
(OFFICIAL) MCD 1500 Calorie Diet Plan (Regular)	August 13, 2020

Monetizing Your Programs

- You have the option to enroll clients directly into programs at no additional charge to your services or you also have the option to monetize the programs.
- You will find “CLIENT PACKAGES” under BILLING in the main menu. A package can include programs, 1-1 session with you, or group sessions.
- You will need to set up your bank account information in order to get started with packages. We use STRIPE as our payment processor.



- For more details on setting you packages please visit on knowledge center, and feel free to join one of our weekly onboarding calls.

Knowledge Center:

<https://www.metaboliccode.com/knowledge-base-category/point-of-care-platform/>

Support page:

www.metaboliccode.com/support



Metabolic Code® Diet Disclaimer:

Any diet or nutrition program can affect your health and may carry risks. Always consult a qualified healthcare professional before changing your diet or beginning any exercise routine. Anyone with an existing disease, medical condition and/or on medication should consult with a qualified physician or health practitioner to make sure a change in diet or lifestyle can be safely undertaken. Use of a Metabolic Code program or information implies that you take responsibility for all risks inherent to nutrition and lifestyle programs.

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