Premier Metabolic Analysis

www.PremierMetabolicAnalysis.com

Everything you need to know about your PMA site!

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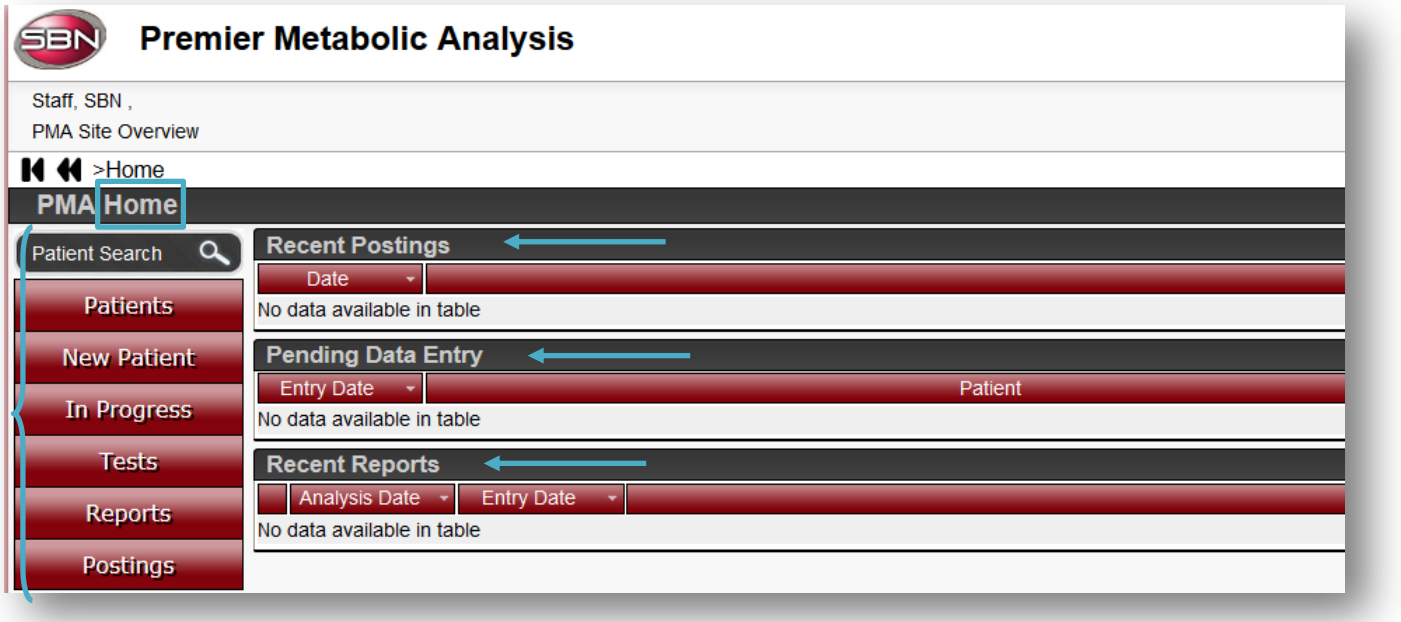
Navigating the PMA Site

- Go to www.PremierMetabolicAnalysis.com and log in with your username and password provided to you in your *Welcome to SBN* e-mail.
- This will be where you will keep all of your patient information and where all lab results will be uploaded.
- Let's get started! Below is your home screen. To get back to this screen you always click the HOME button highlighted below in blue.

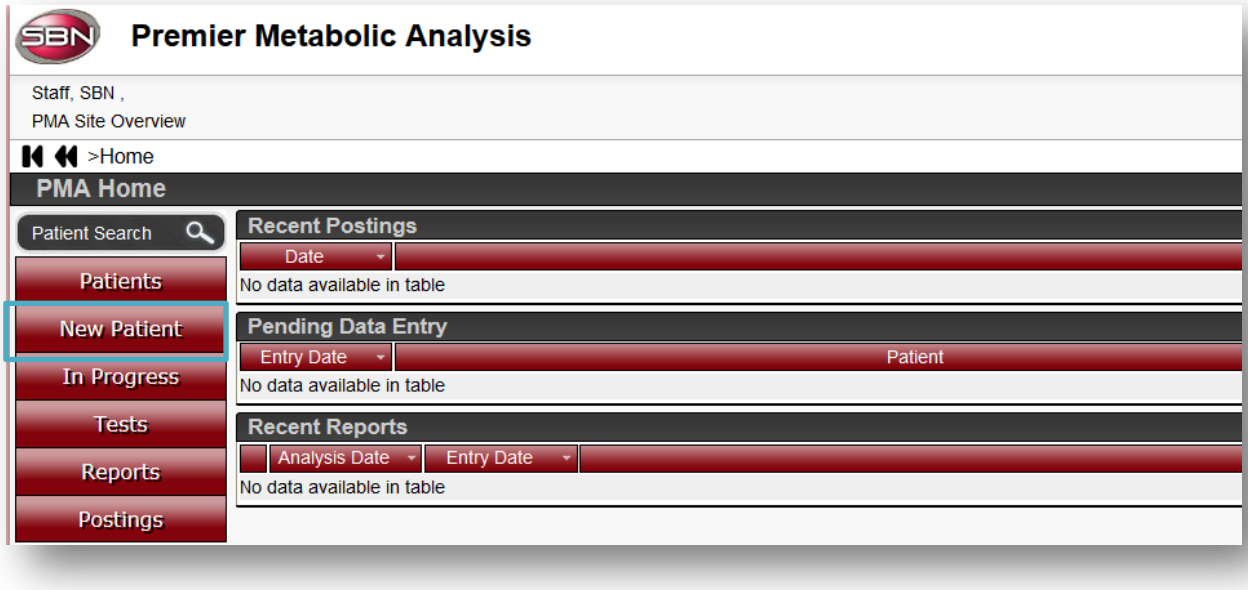


- The left hand side of the screen is where you will go to navigate through your PMA Site.
  - **Patient Search** – Type in a patients name and hit enter to quickly find a patients information.
  - **Patients** – This will take you to a list of all of your patients in the system.
  - **New Patient** – Click on this to enter a new patient into the system.
  - **In Progress** – If you have already built a report, but you need to edit or add some data click here and then select the patient you are looking for!
  - **Tests** – Will show you all tests ever put into the system for all of your patients.
  - **Reports** – Shows you all reports ever ran for all of your patients.
  - **Postings** – Brings you to all lab results and electronic requisition forms ever posted to your account.
- **Recent Postings**
  - Any lab tests that are being automatically uploaded from SBN will show up under Recent Postings.
  - Electronic requisition forms can also be found under Recent Postings.
- **Pending Data Entry**
  - This is where all pending reports will be. Until the report is released to SBN for analyzing it will be under this heading.
  - It will either say "Waiting on Entry" or "Waiting on Electronic Data"
  - Once the report has been ran the *pending data entry* will disappear from this area.
- **Recent Reports**
  - When a report is ready it will show up under Recent Reports with a blue star next to the patient's name. After you open the report the blue star will disappear.

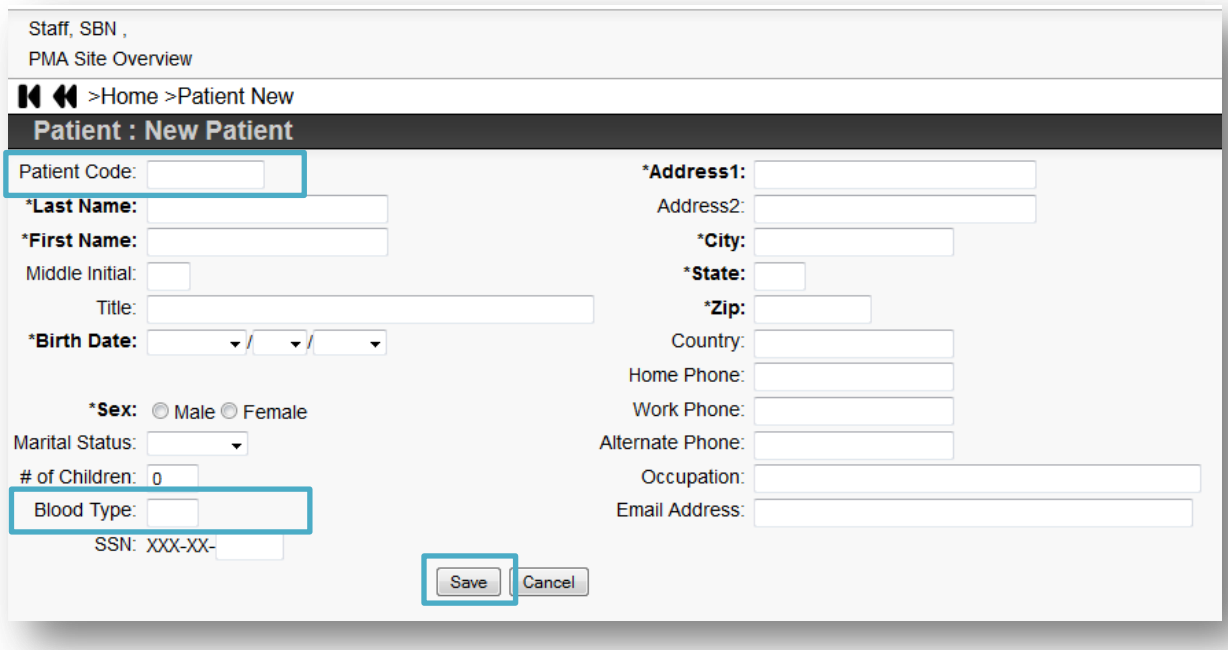
Making a Patient Profile

Patient profiles need to be made no more than 24 hours after your patient leaves the office. Blood results only take 24 to 48 hours to receive back from LabCorp. If there is no patient profile made for the patient, SBN is unable to upload the results to your account.

- Start on the home screen and click on *New Patient*



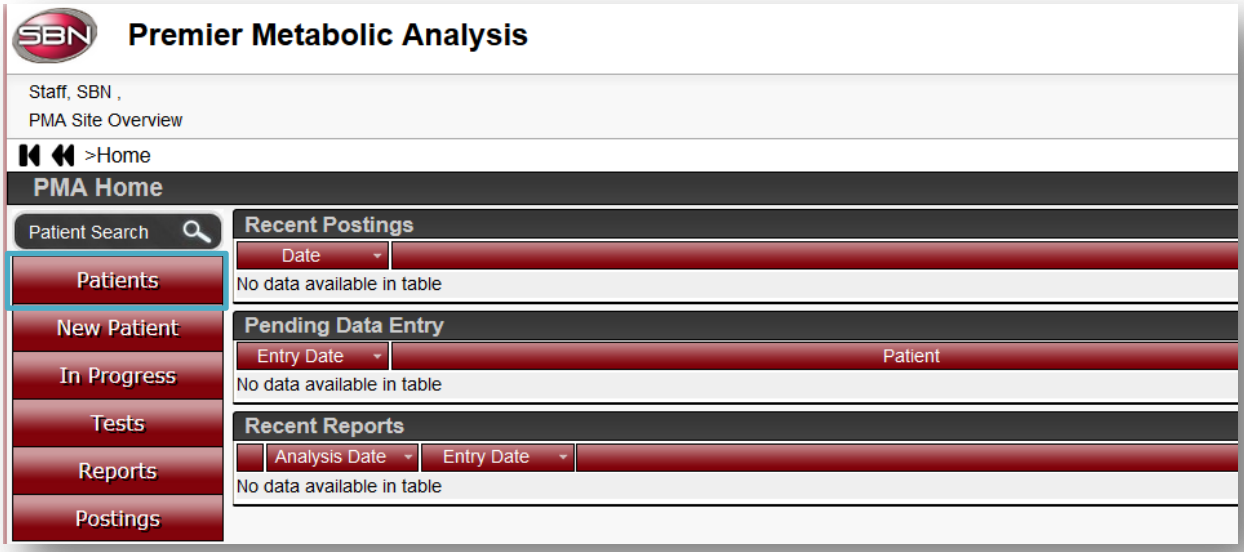
- Fill in all necessary information. Anything in bold is required.
- **Patient Code** which is highlighted below in blue is for your office use only. You can choose a patient code if you wish, but it is not required.
- **Blood type** which is highlighted below in blue will be entered on this screen as well. If you are getting results automatically uploaded from SBN this will automatically fill in.



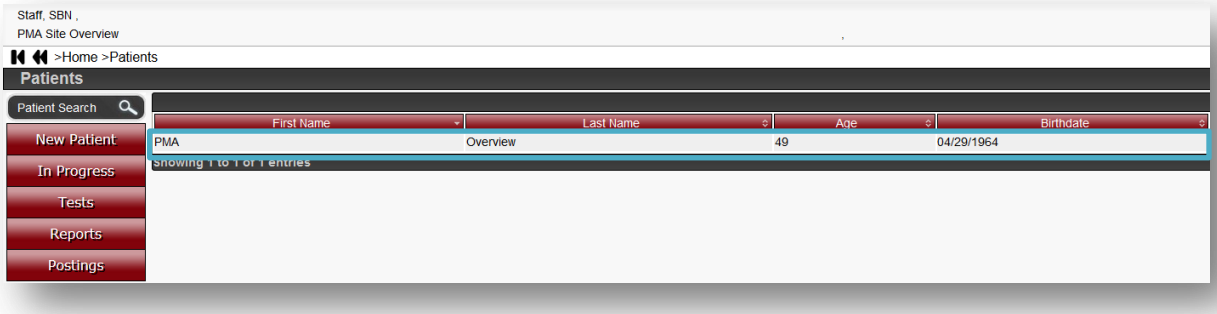
- Once all of the information is filled out click *Save*
- One you hit *save* SBN can upload lab results to the patient's profile!

Editing a Patient Profile

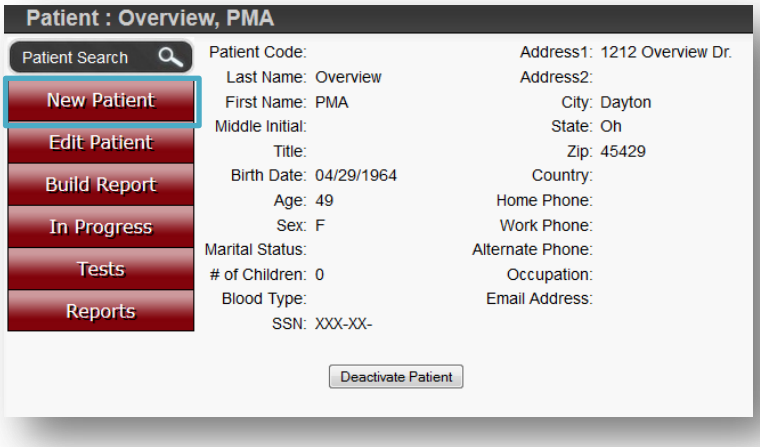
- Start on the *Home* screen
- Click on *Patients*



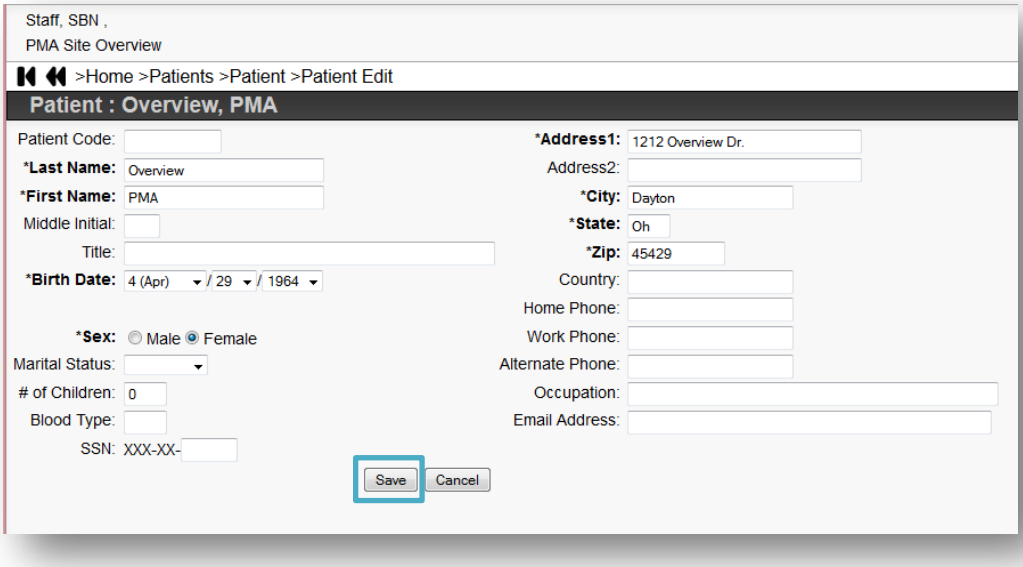
- Click on the patient's name



- This will take you to the patient's profile.
- Click *Edit Patient*

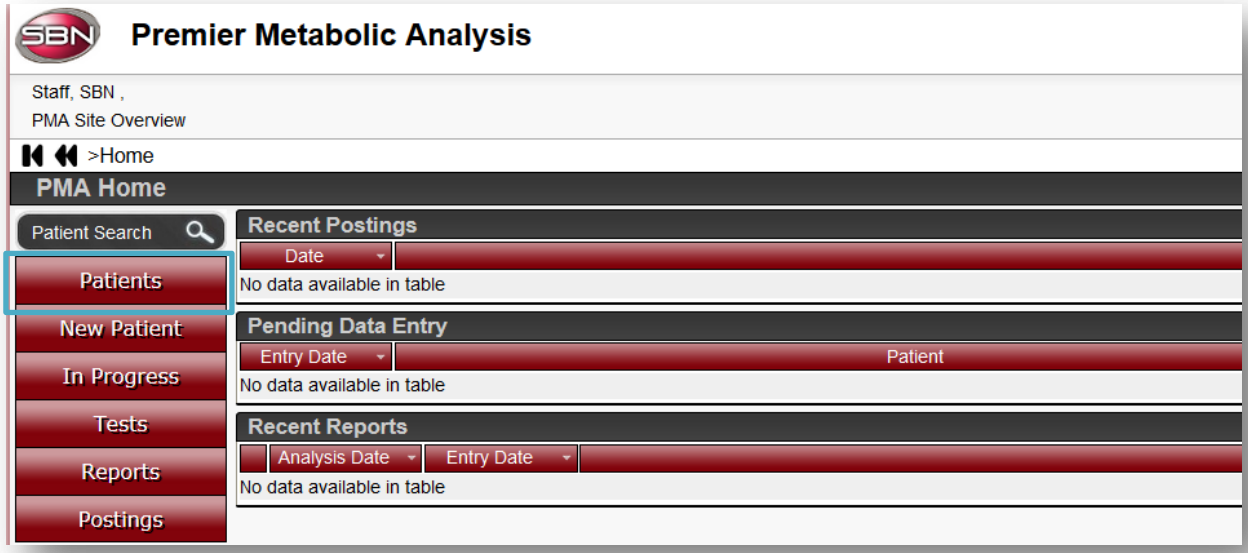


- Change any information you need on this screen.
- When finished click *Save*.

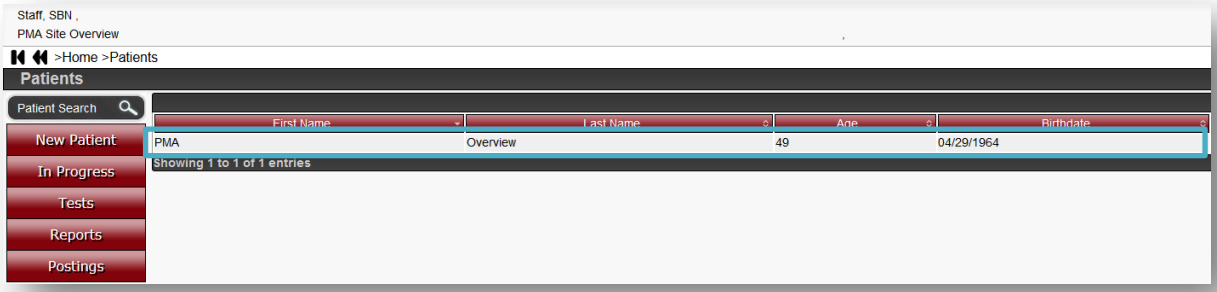


Building a Report

- Start on the *Home* screen
- Click on *Patients*

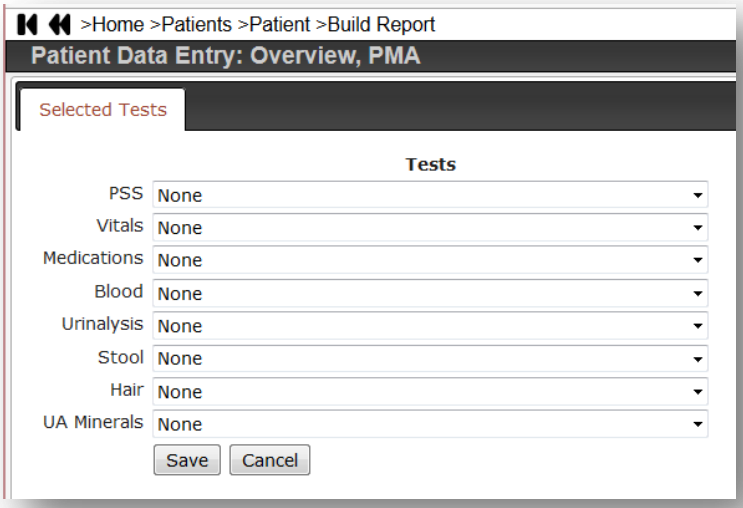


- Find the patient's name and click on it.



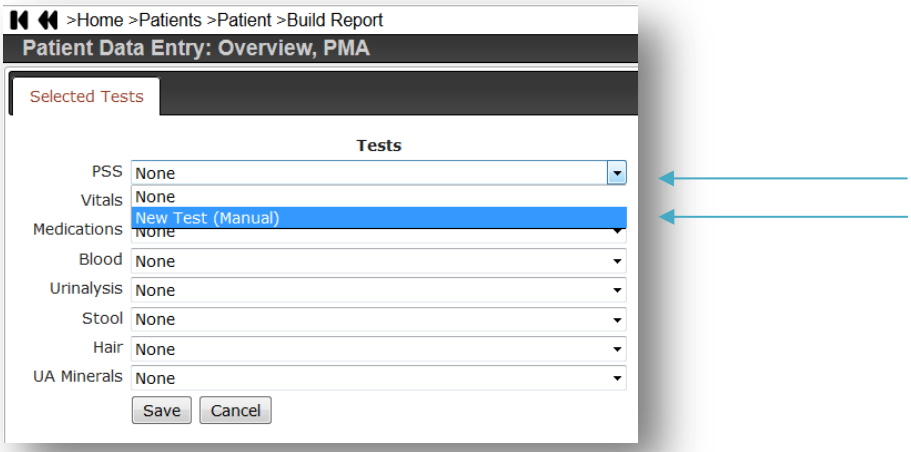
- This takes you to the patients profile
- Click *Build Report* on the left hand side of the screen.

- This is where you will select ALL DATA that you want in the final report!
- **Vitals are required for EVERY REPORT**

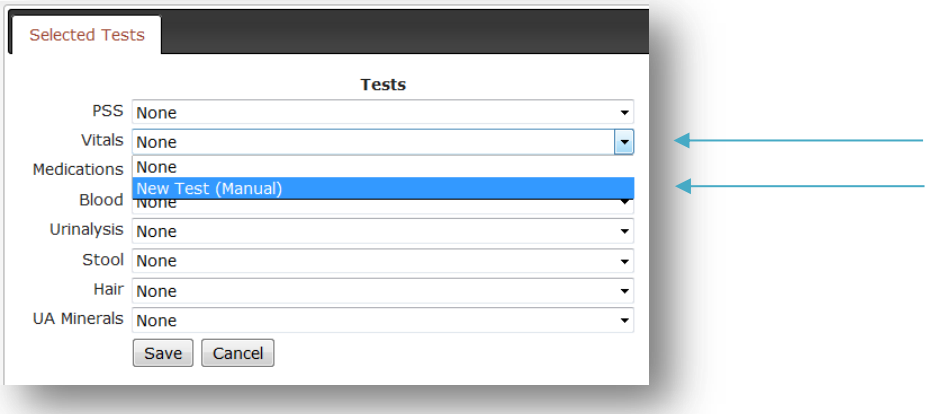


- PSS is the Patient Symptom Survey. This can be found at www.ScienceBasedNutrition.com.
  - Sign in > Click on Downloads & Videos > Patient Processing > New Patients > New Patient Symptom Survey (PSS)

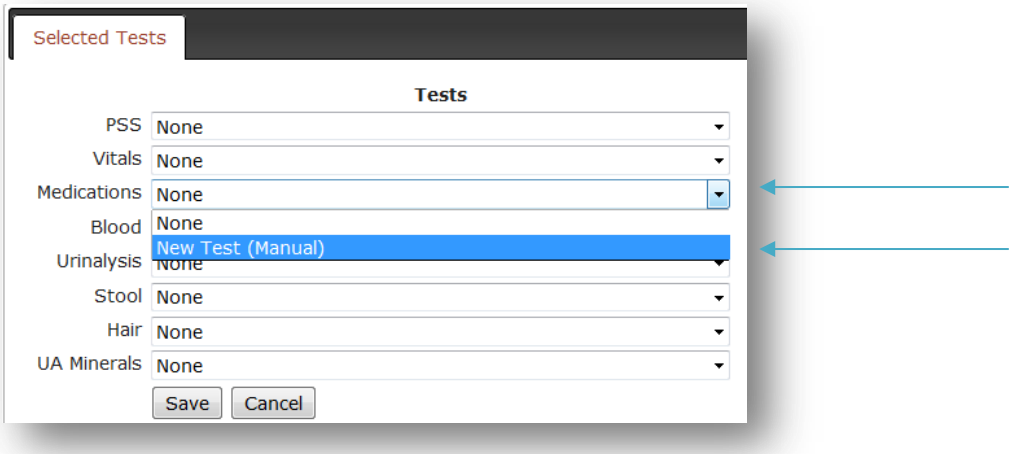
- Select *New Test (Manual)* for **PSS** by clicking the drop down arrow on the right.



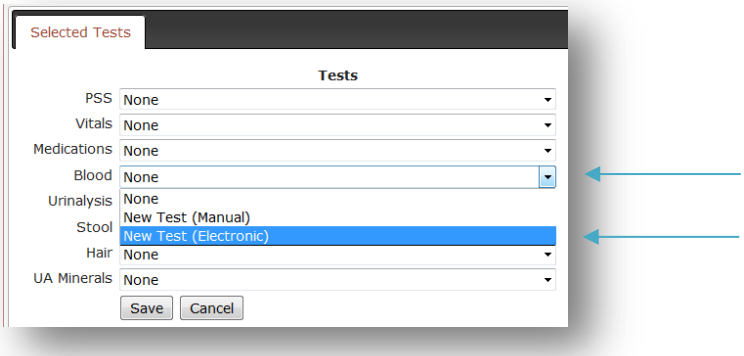
- Click *New Test Manual* for **Vitals** by clicking the drop down arrow on the right.



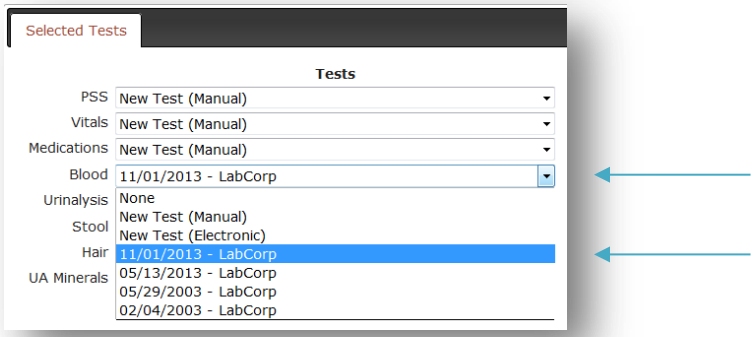
- Click on *New Test Manual* for **Medications** by clicking the drop down arrow on the right.



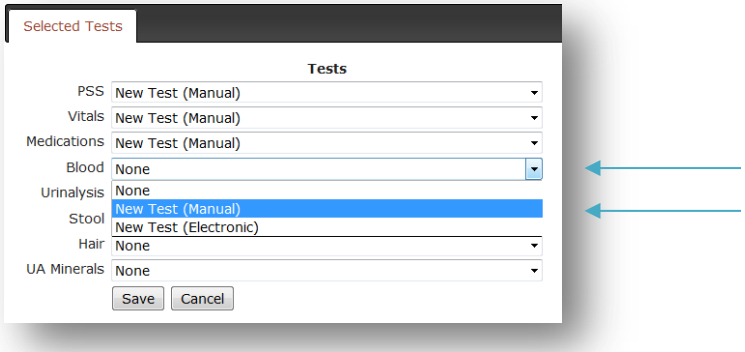
- **Blood**
  - If you are getting blood uploaded from SBN and the results have **NOT** been posted to your account yet select *New Test (Electronic)*



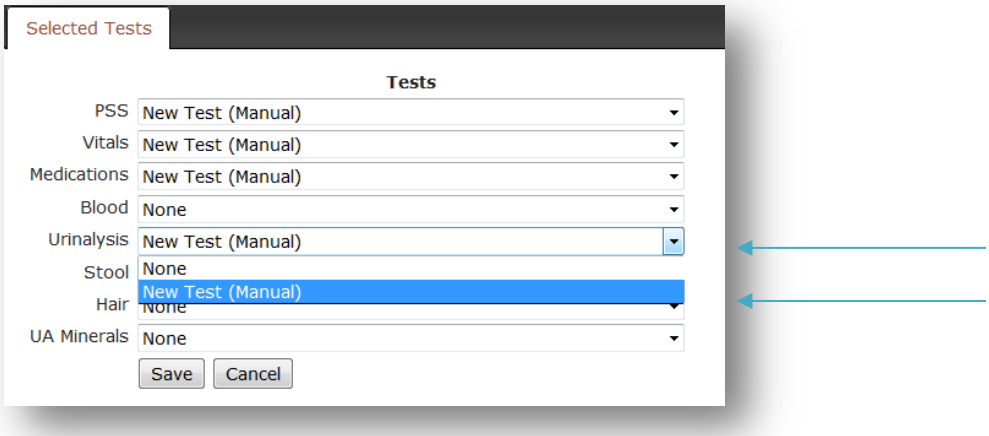
  - If you are getting blood uploaded from SBN and the results have **ALREADY** been posted to your account select the test date and lab name in the drop down menu.



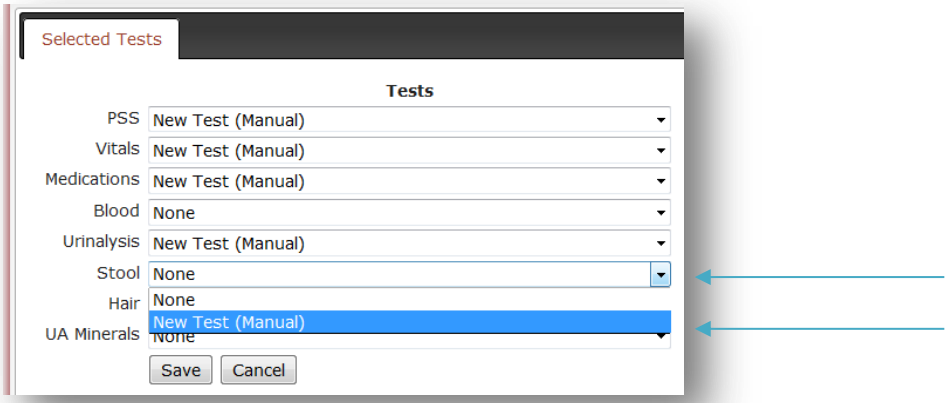
  - If you are **MANUALLY** entering blood then you will select *New Test Manual*



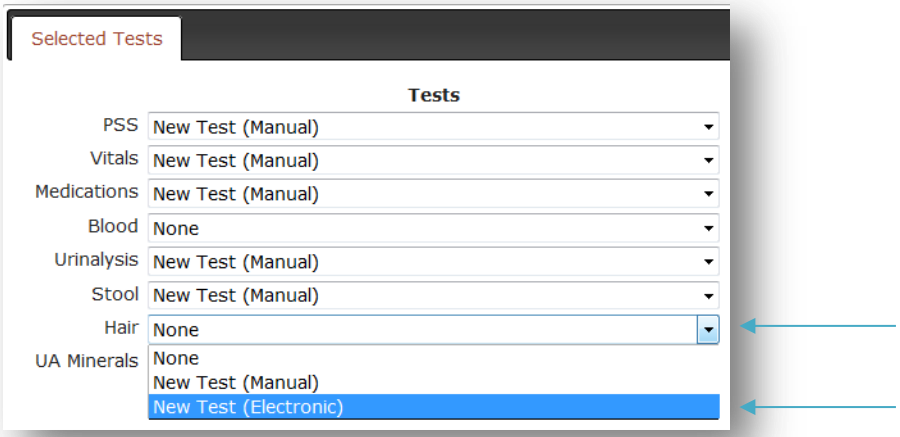
- **Urinalysis** must be entered manually whether you are doing the testing in office or getting it done through LabCorp.
    - If you are getting the UA done at LabCorp the results will be at the bottom of the blood results. These results are found on the *Home* screen under *Recent Postings*.
    - Select *New Test (Manual)* if you are doing a UA by using the drop down arrow to the right.



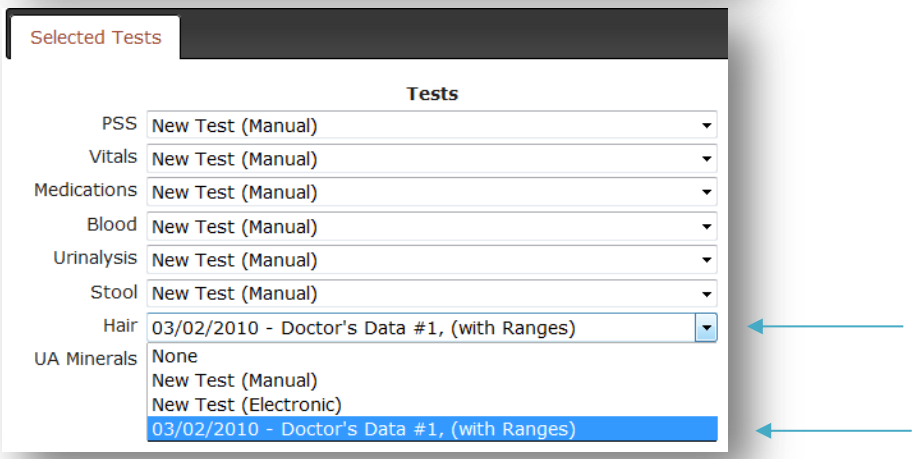
- If you are doing **Stool** select *New Test (Manual)* using the drop down arrow to the right



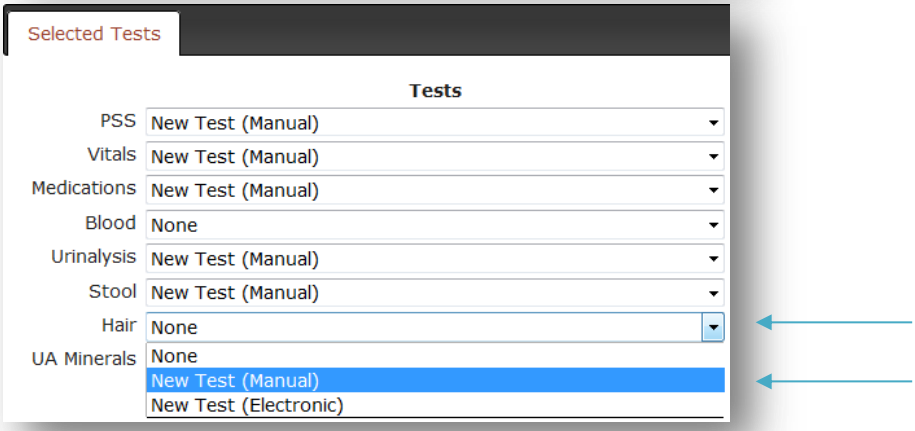
- **Hair**
  - If you are getting hair uploaded from SBN and the results have **NOT** been posted to your account yet select *New Test Electronic*



  - If you are getting hair uploaded from SBN and the results have **ALREADY** been posted to your account select the test date and lab name in the drop down menu.



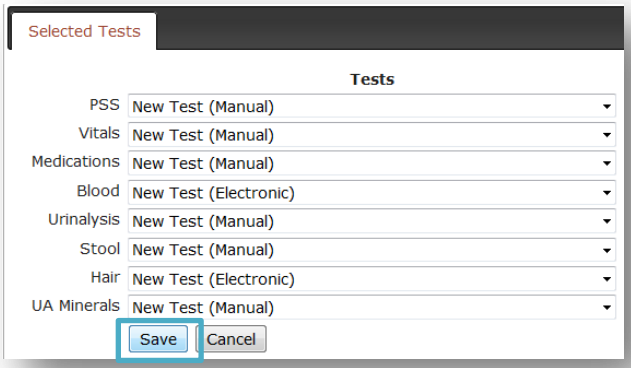
  - If you are **MANUALLY** entering hair then you will select *New Test Manual*



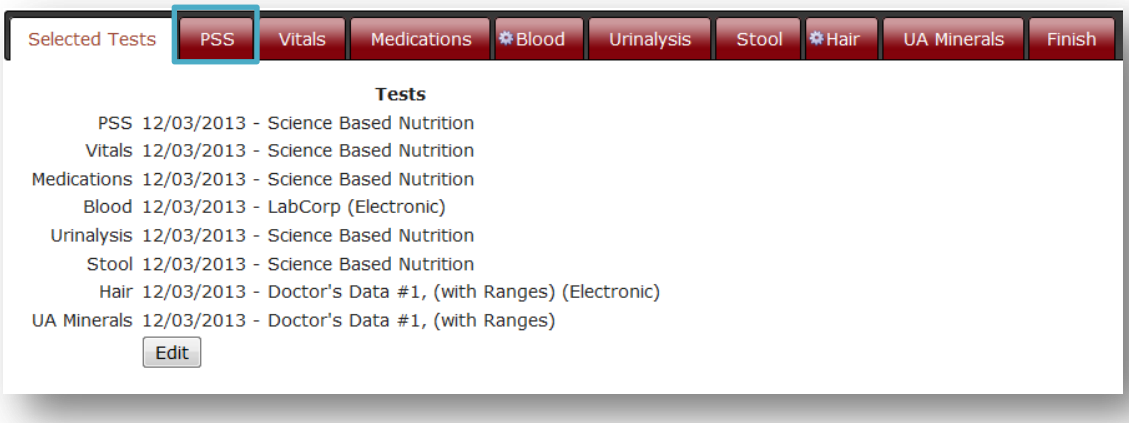
- If you do **UA Minerals** or a **Urine Toxic Challenge**
  - Please refer to the Urine Toxic Challenge section.

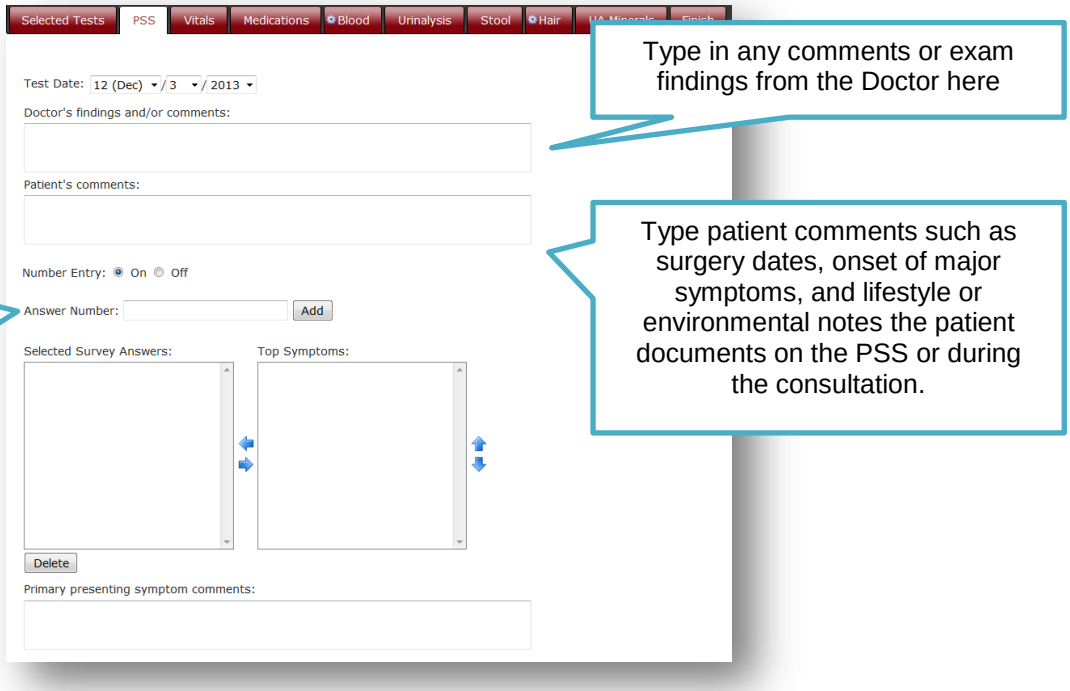
- Once you have selected all data you want in the final report click *Save*

- The next page is where you will enter all of the data



- To enter PSS click on the *PSS* tab.

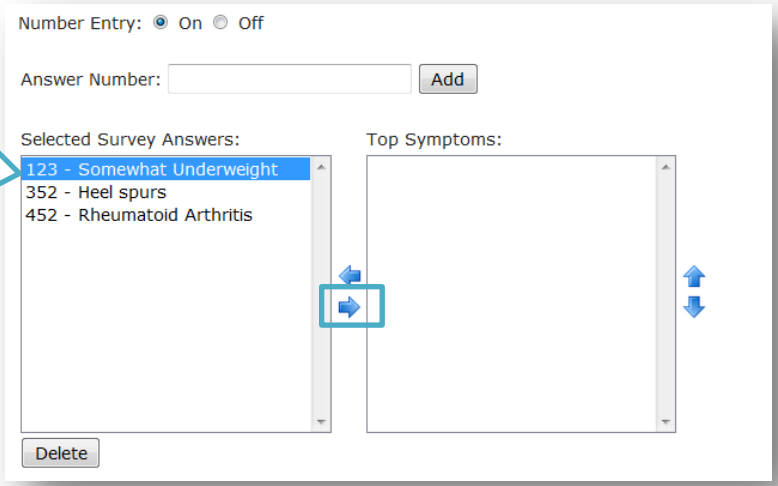




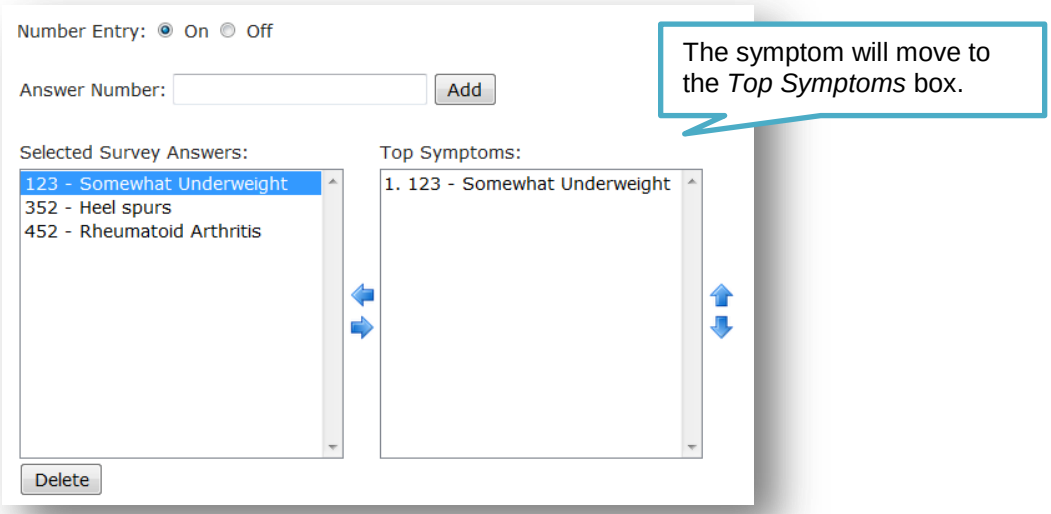
Type in any comments or exam findings from the Doctor here

Type patient comments such as surgery dates, onset of major symptoms, and lifestyle or environmental notes the patient documents on the PSS or during the consultation.

Type in the 3 digit code to the left of the symptom that was checked on the PSS

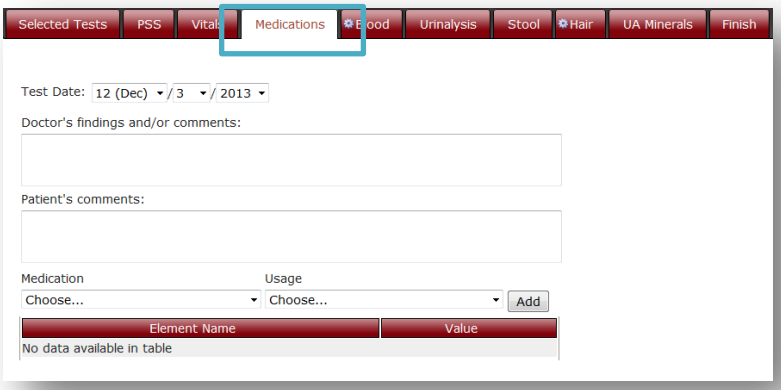


The symptoms appear here. From this list, select the top 1-4 symptoms or primary concerns. Highlight the symptom by clicking on it. Then hit the arrow pointing to the right.

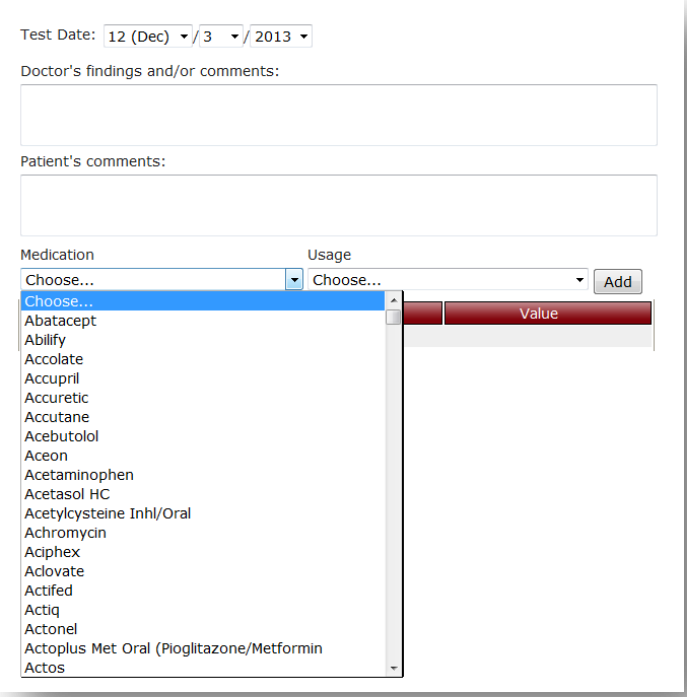


- To enter **vitals** click on the *vitals* tab
  - Height and Weight are the only required values.

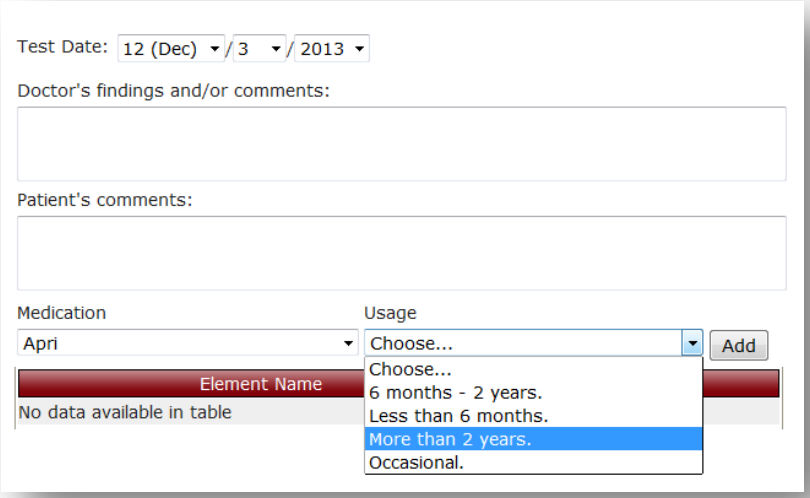
- To enter **medications** click on the medications tab.



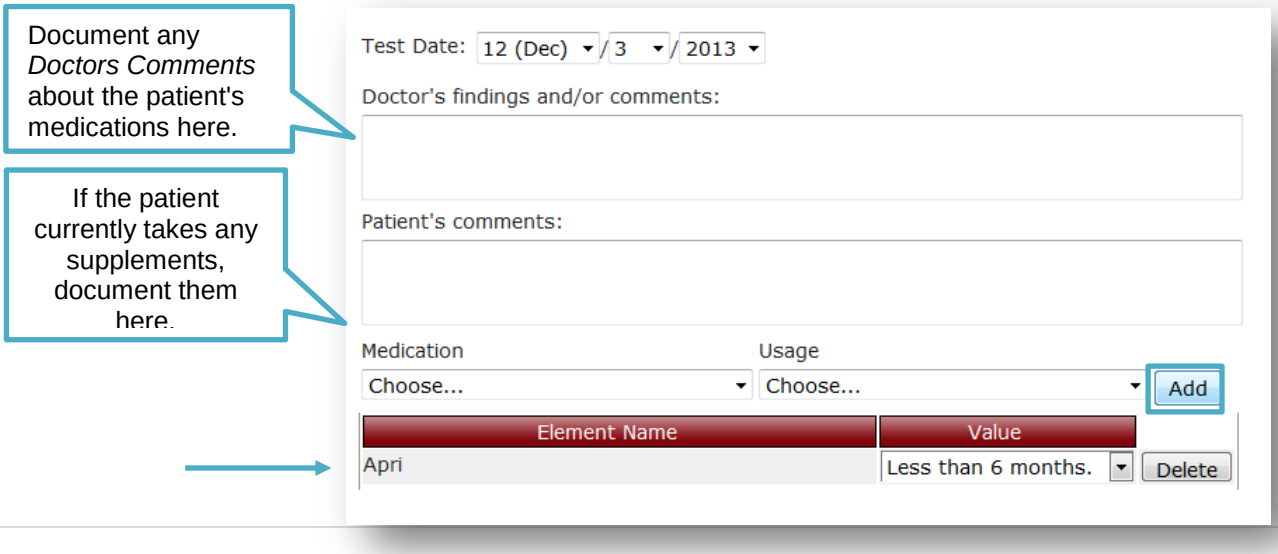
- To add a medication click on the drop down arrow under *Medication*.
- Next starting typing the name of the medication and it will scroll down to the name.
- Once you find the correct medication click on the name
    - If you do not see the name of the medication, do an internet search for other generic or brand names and see if those titles have been programmed into the system.
    - If you still cannot find the medication in the list, log a support ticket and be sure to include the name of medication and what it was prescribed for. Programming new medications can take up to 2 business days.



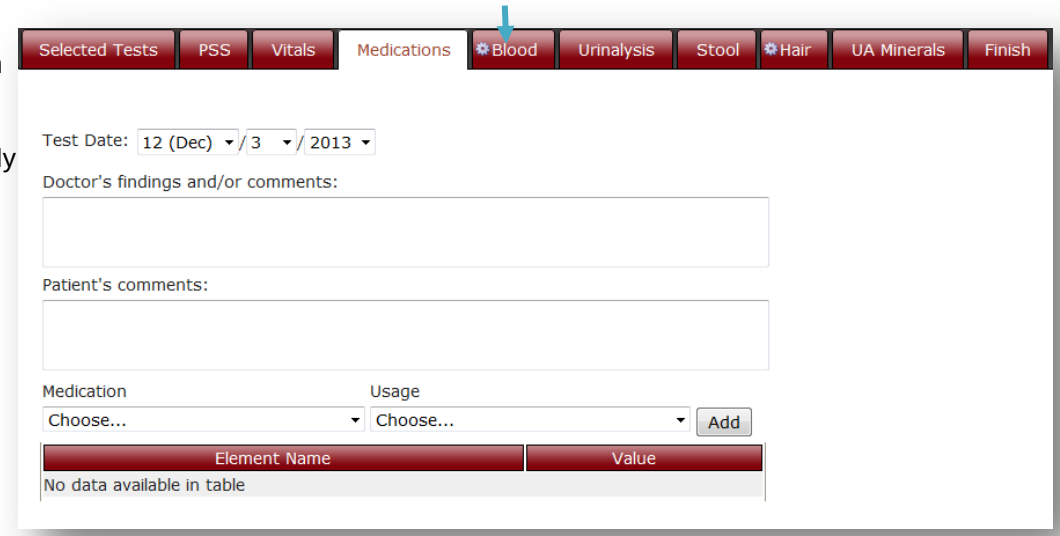
- Click on the drop down arrow under *Usage* and select the amount of time the patient has taken the medication.



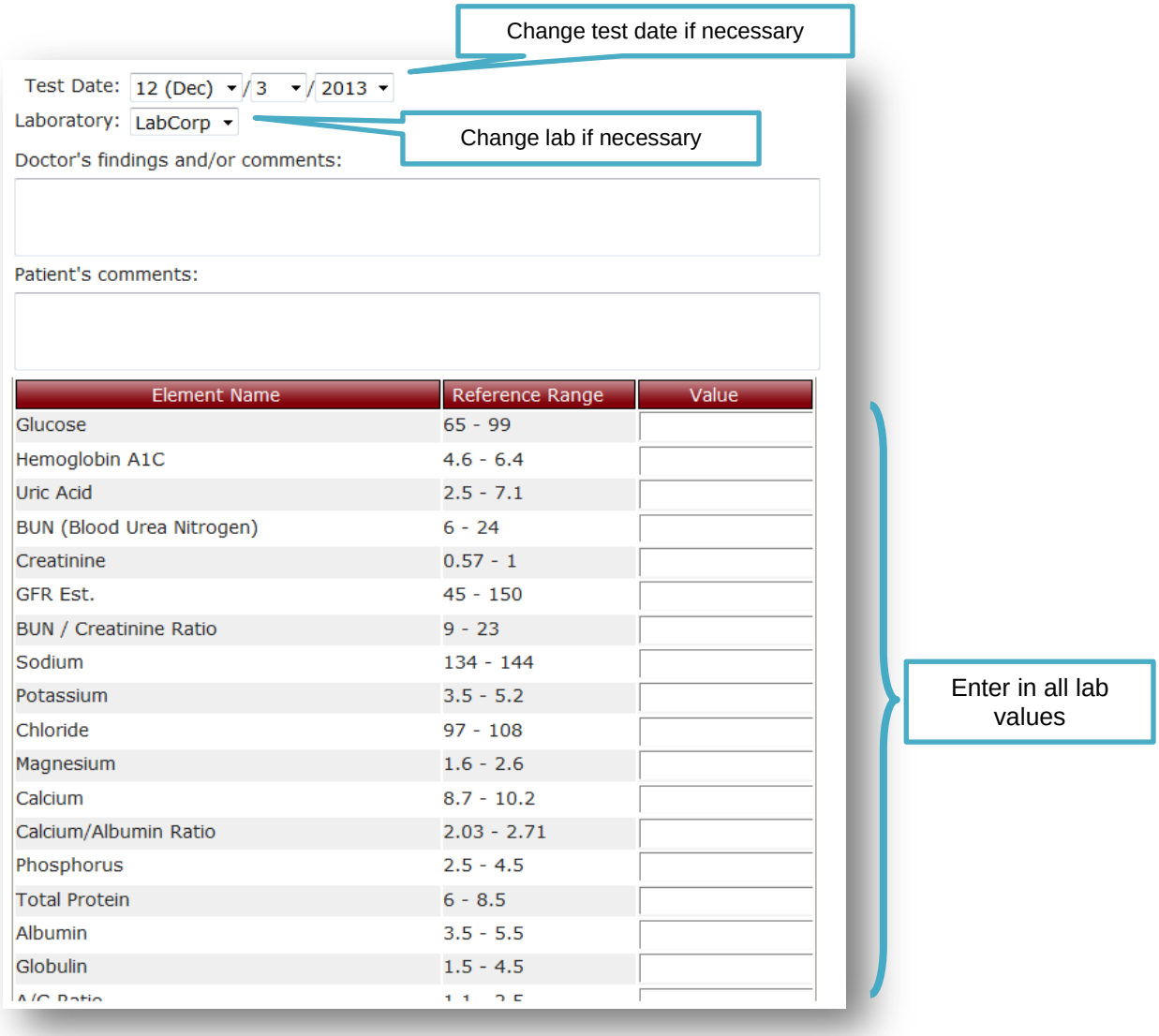
- Click *Add* and then medication will move down to the list



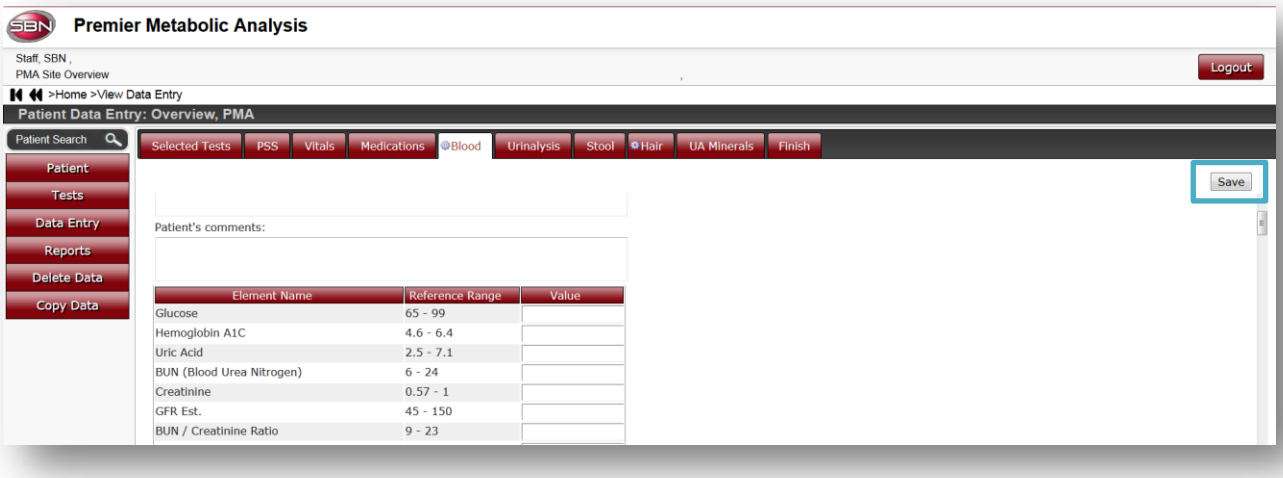
- To see blood results or enter blood results manually click on the *Blood* tab.
- The circle next to *Blood* means the data will come electronically from SBN. If you are entering data manually there should NOT be a circle next to blood.



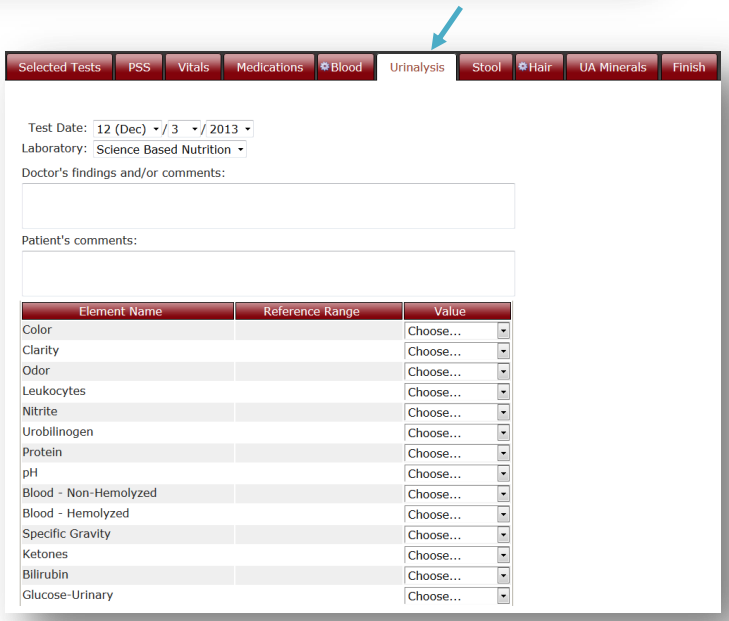
- THIS IS SECTION IS ONLY FOR MEMBERS MANUALLY ENTERING BLOOD. Test date and Lab will automatically change when test results are automatically uploaded. If you are automatically getting blood results uploaded you do not need to do anything in this tab.



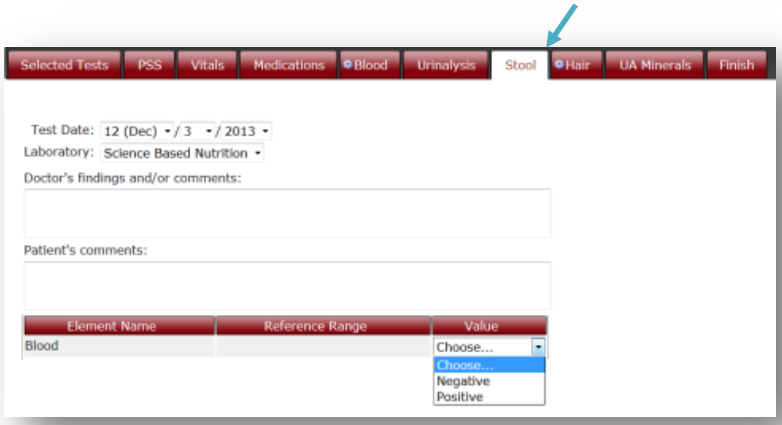
- Once all values have been entered hit *Save* in the upper right hand corner.



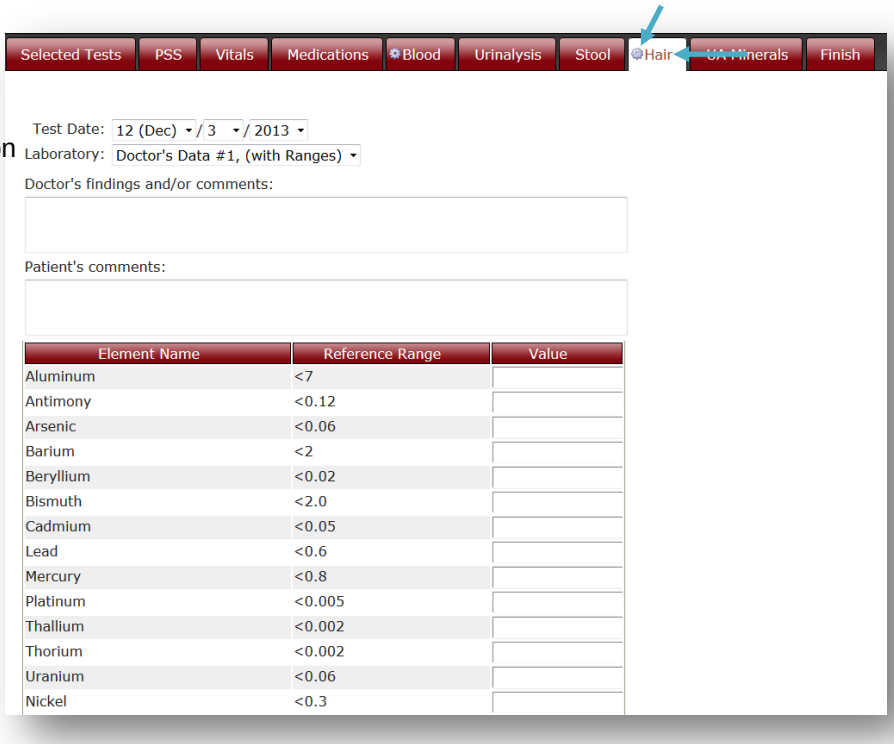
- If you choose to do a **Urinalysis** click on the *Urinalysis* tab and enter the data.
  NOTE: the urinalysis is not "analyzed" by the SBN system. It is strictly for documentation purposes only. Since the Urinalysis is typically performed in the office before the patient leaves and immediate recommendations are made when abnormal findings occur, there has been no need. You will find protocols for abnormal findings on your Members Site.



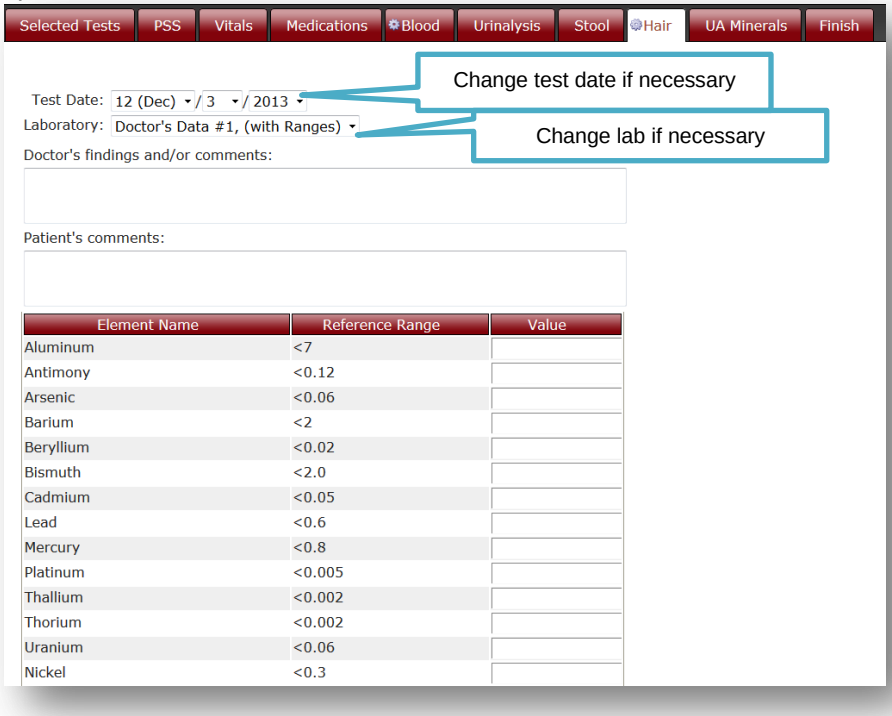
- If you choose to do a **Stool** test click on the *Stool* tab and mark if the test was *negative or positive*.
  NOTE: The stool test results do NOT show up on the final SBN report.



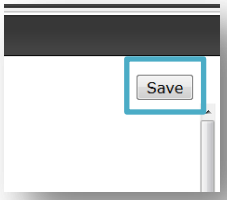
- To see hair results or enter blood results manually click on the **Hair** Tab.
- The circle next to hair just means the information is coming in electronically from SBN.
  If you are entering data manually there should NOT be a circle next to hair.



- THIS IS SECTION IS ONLY FOR MEMBERS MANUALLY ENTERING Hair. Test date and Lab will automatically change when test results are automatically uploaded. If you are automatically getting hair results uploaded you do not need to do anything in this tab.

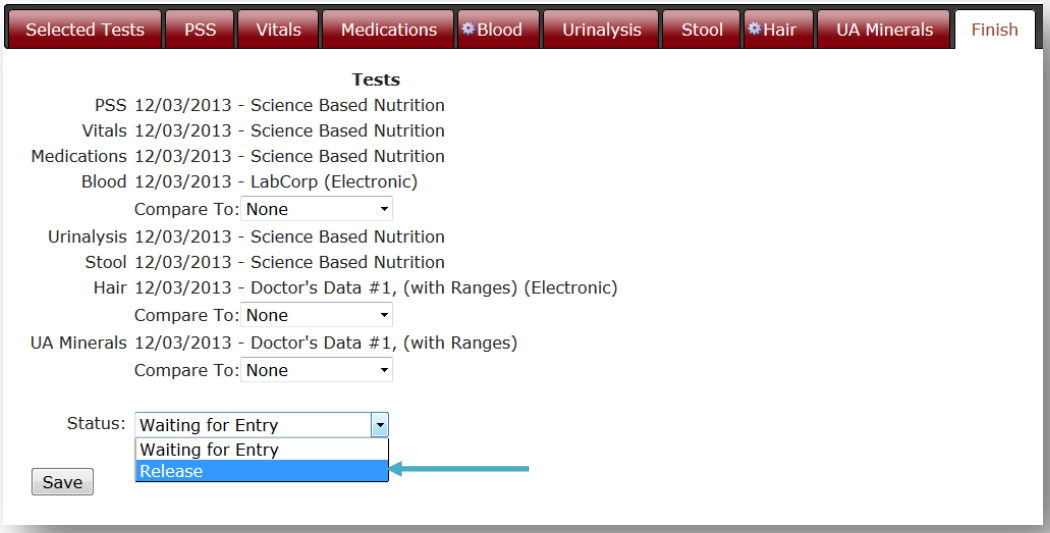


- Once all values have been entered Hit Save in the upper right hand corner.

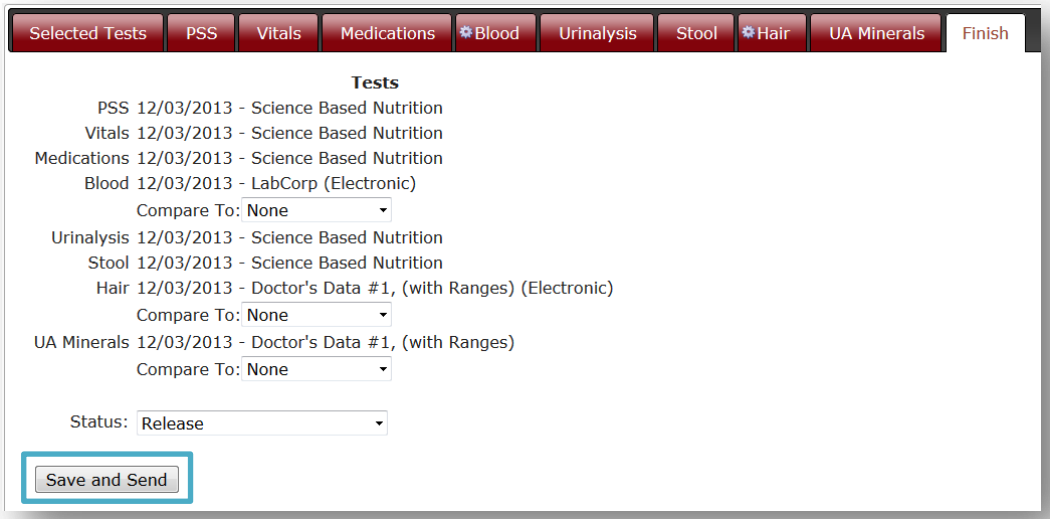


- **Please refer to the Urine Toxic Challenge Section if you choose to do a UTEC.**

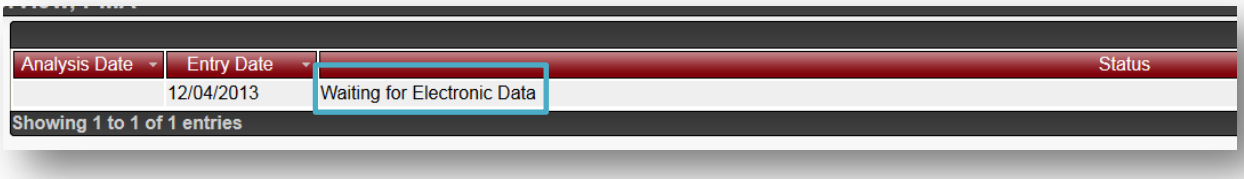
- **Finishing the Report –** click on the Finish Tab
- **IF** you have entered EVERYTHING you want in the final report and are just waiting for electronic data from SBN click on the drop down arrow next to Status and switch it to "Release"



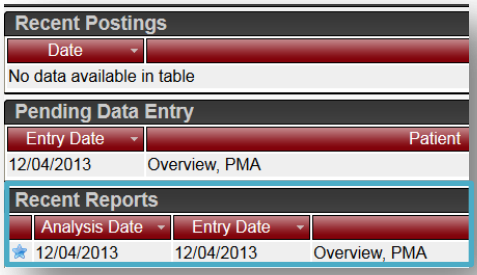
- Save will switch to save and send. Click "Save and Send" to release the report.



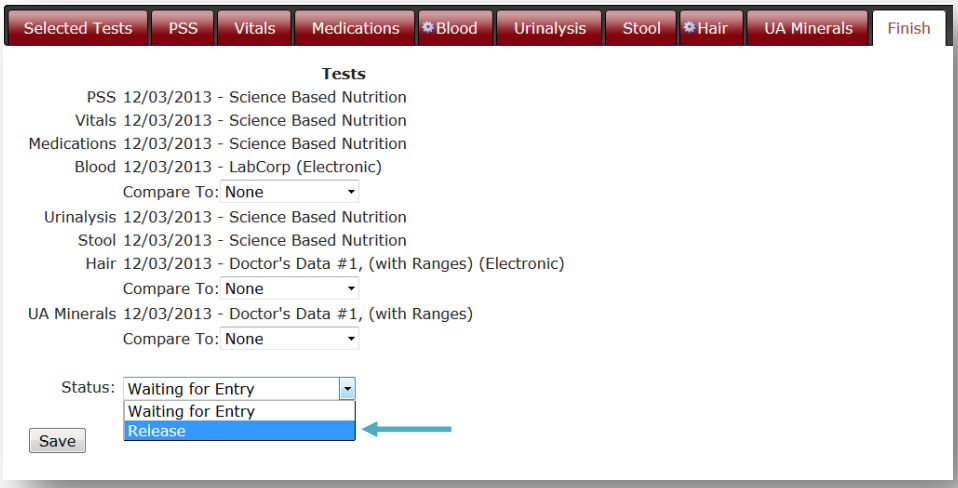
- The status will show as "Waiting for Electronic Data". Once all results are uploaded from SBN the report will automatically generate.



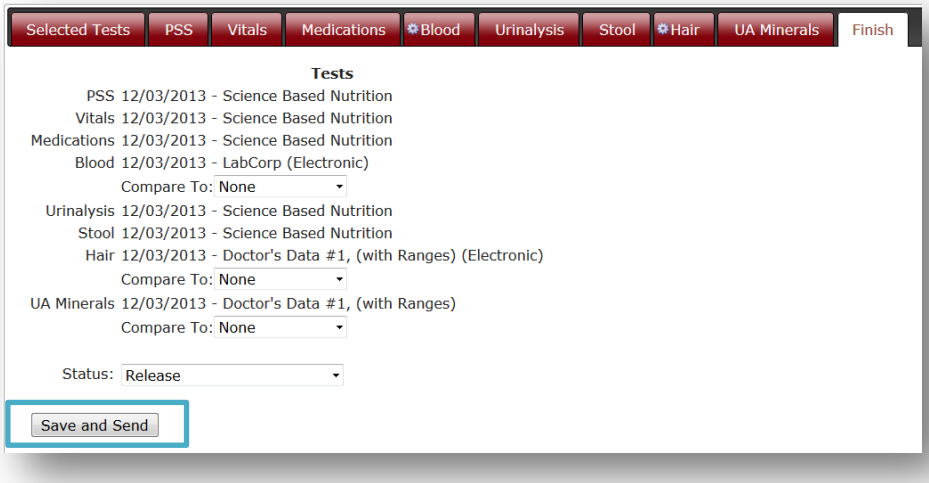
- You will get a notification e-mail when the results have been posted. The report will be ready a few minutes after. The final report can be found on the home page under recent reports. The patients name will have a blue star next to their name when a new report is available. Click on the patients name to get to the report.



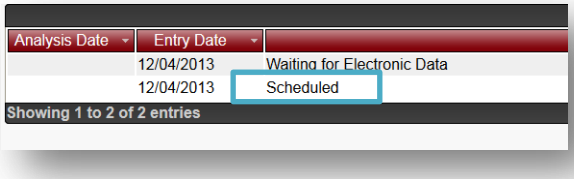
- **IF** you have entered everything manually and you are NOT waiting on anything from SBN switch the status to release



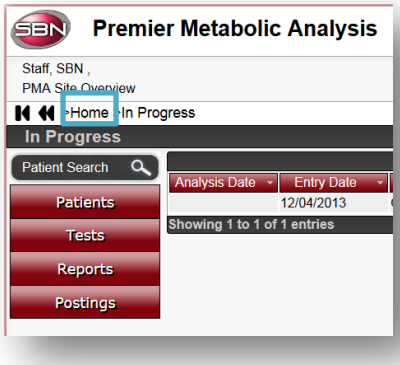
- Save will switch to save and send. Click “Save and Send” to release the report.



- The status will show as “Scheduled” meaning the report is running.

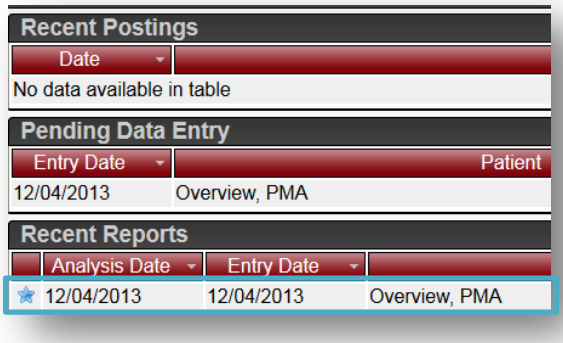


- Give the system a couple minutes and click the “Home” button in the top left corner of your screen.



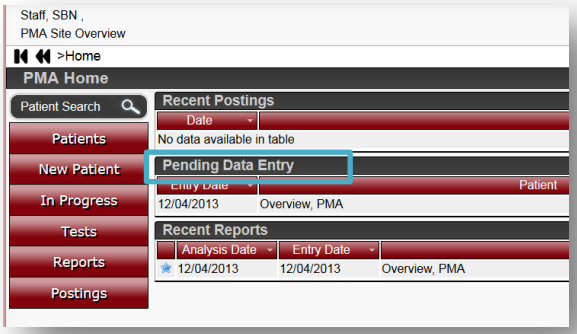
- The final report can be found on the home page under recent reports.
  The patients name will have a blue star next to their name when a new report is available.
  Click on the patients name to get to the report.
  If the report does not appear give the system a few minutes, refresh your screen.

- Click on the patients name to pull up the report.

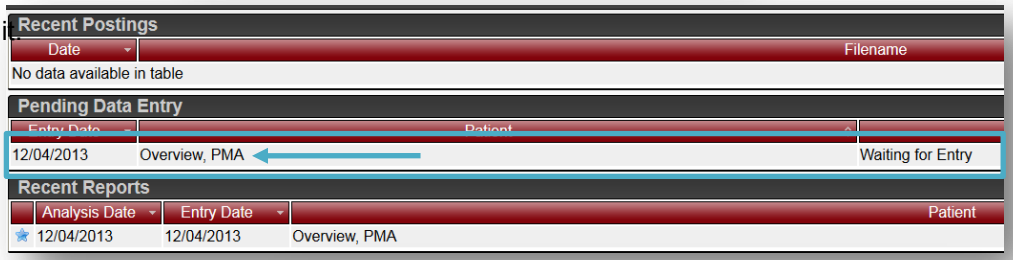


Editing a Report Before Running it

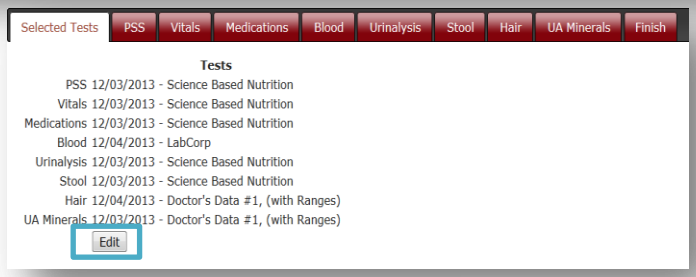
- Start on the home page. In the middle of the screen look for “Pending Date Entry”



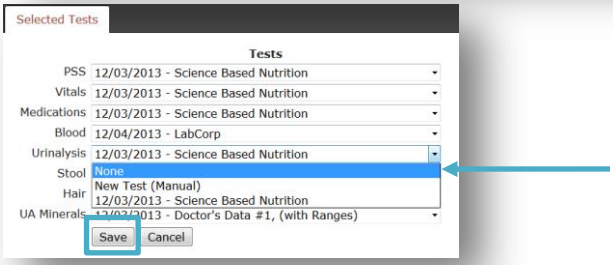
- Find the patients name under “Pending Data Entry” and click on it.



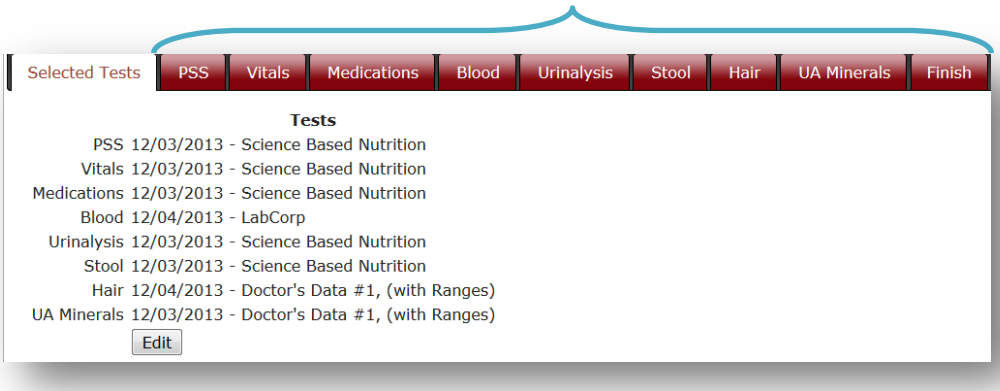
- This is where you can edit the data. If you want to add any tests or take away any tests from the final report click the edit button.



- Simply use the drop down arrows next to each test and select the appropriate selection. For example if you decided you did not want the Urinalysis in the report simply click the drop down arrow and select “None”. When finished click SAVE.



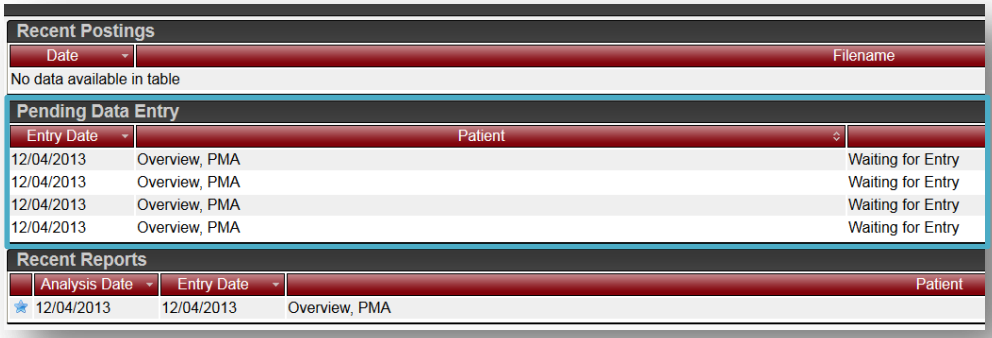
- If you need to add any data or change data already entered simply click on the test tab at the top and change the data as needed.



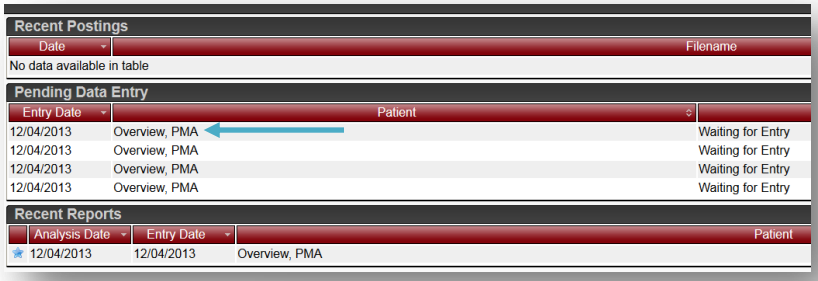
Deleting Data

AFTER YOU HAVE RUN ON A REPORT ON A PATIENT FOLLOW THE STEPS BELOW TO DELETE THE EXTRA DATA!

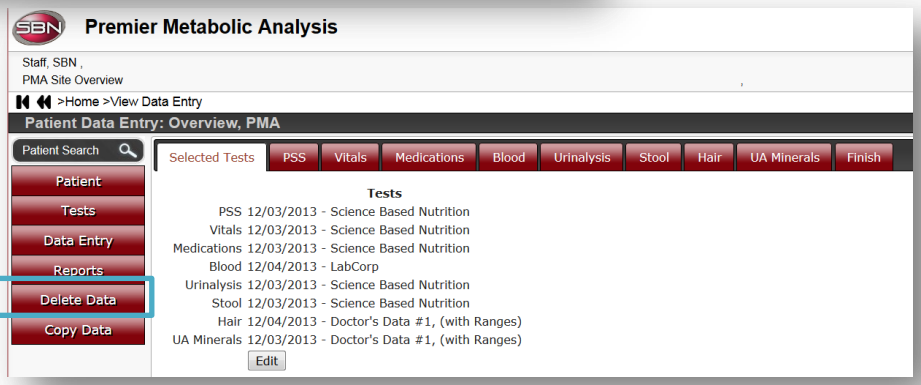
- Every time you hit “Build Report” you are starting a new set of data. You should only be hitting this ONCE for each patient. If for some reason you have multiple data entries for one patient you can delete them. Multiple data entries will show up under “Pending Data Entry” on the home screen; like below.
- Notice the patients name appears multiple times. A patient’s name should only show up once in this section. If it shows up more than once something was put in incorrectly.



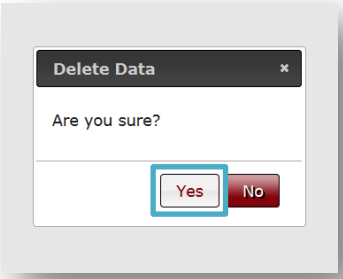
- Don’t delete anything until after you have run a report so that no data that you need is accidentally deleted.
- Find the patients name under “Pending Data Entry” and click on one of the entries.



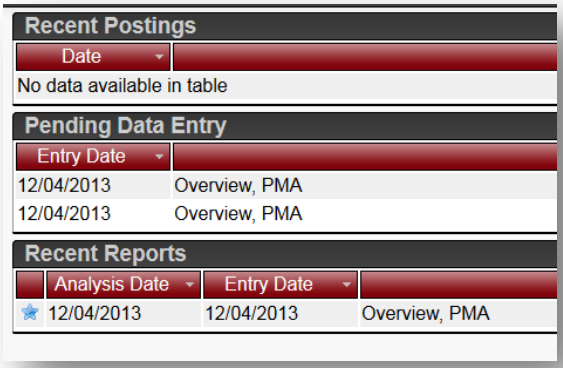
- This is will take you the Data Entry. Simply click on “Delete Data” over on the left hand side of the screen.



- Click “Yes” when the box below pops up.



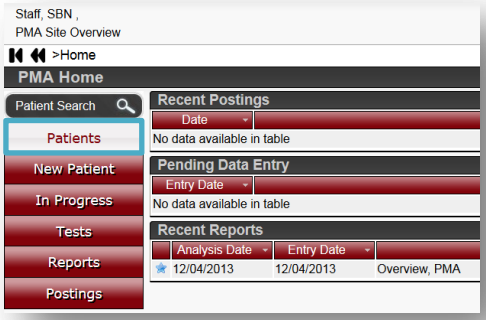
- This will delete that data and it will disappear from the home screen. Notice the patient's name has gone down to only 2 entries. Follow the same steps above for each data entry until the patient's name no longer appears under "Pending Data Entry".



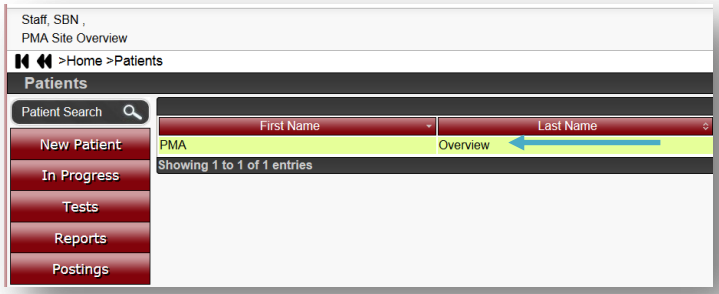
Deleting a Patient

Keep in mind this will delete everything about this patient on your account and there is no way for us to restore the patient's file to your account once they have been deleted!

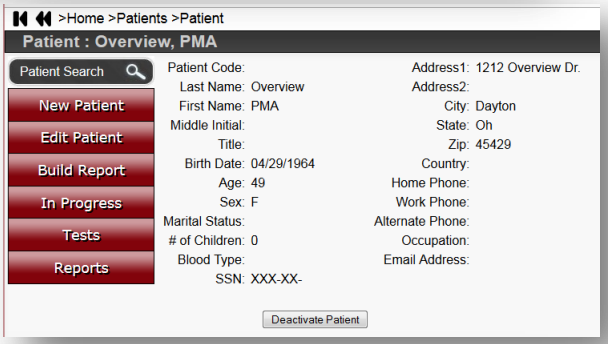
- Start on the home page. Click on patients on the far left hand side of the screen.



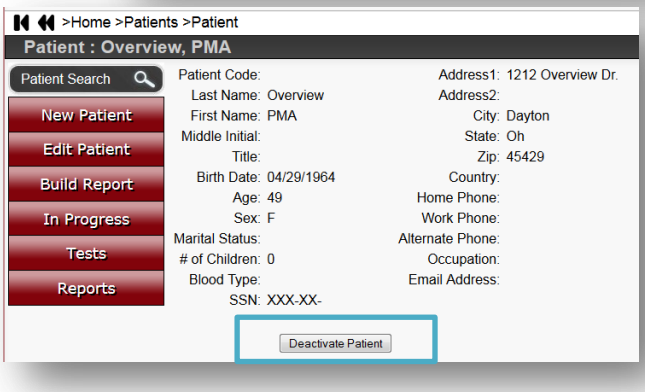
- Find the patients name and click on it.



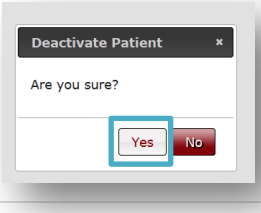
- This will take you to the patient's profile.



- Simply click "Deactivate Patient"

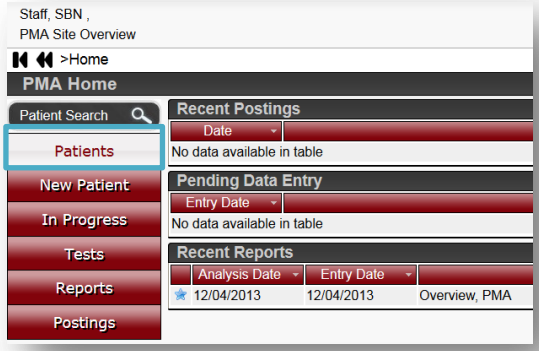


- When the box below pops up make sure you are 100% certain you want to delete this patient and click "Yes"
- This will completely delete the patient from the system.

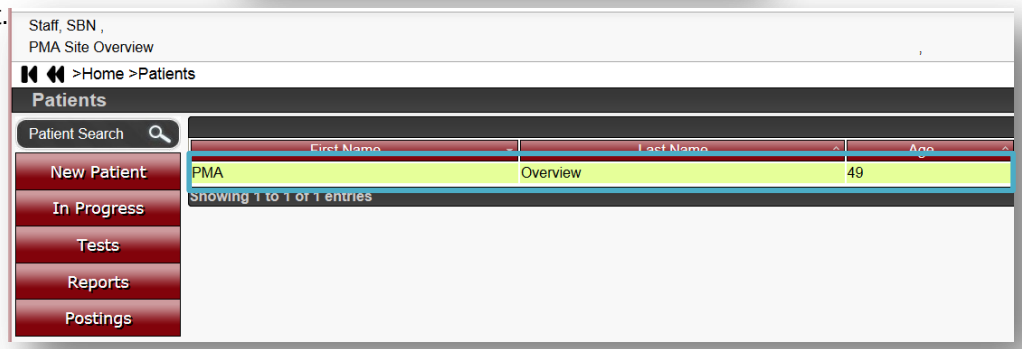


Adding tests to a Report after being ran

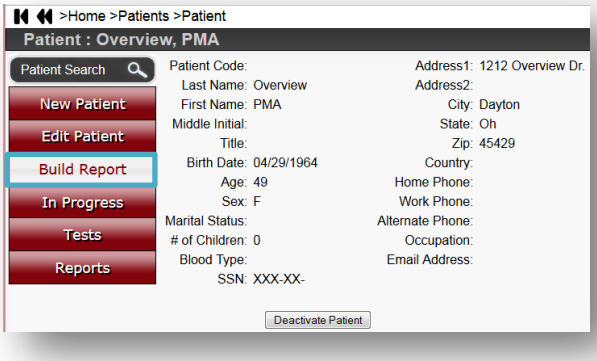
- Start on the home page.
  Click on patients on the left hand side of the screen.



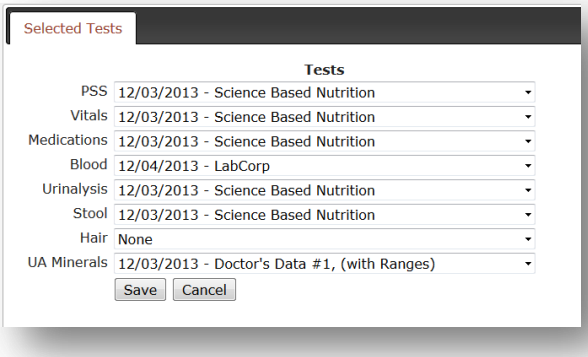
- Find the patients name and click it.



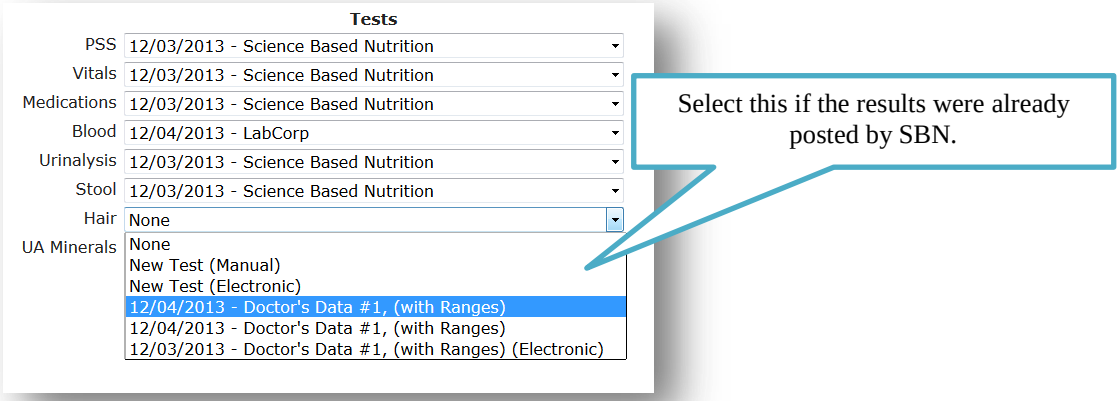
- You are going to build a whole new report just adding in the new information. Click “Build Report” on the left hand side of the screen.

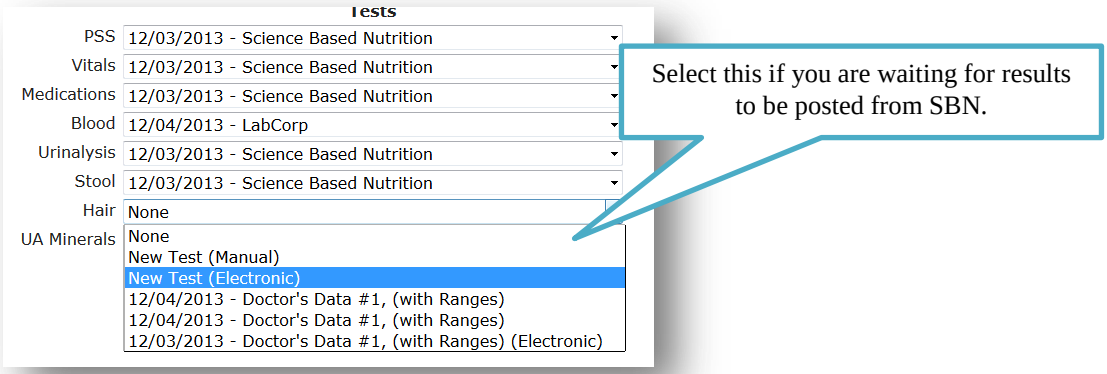


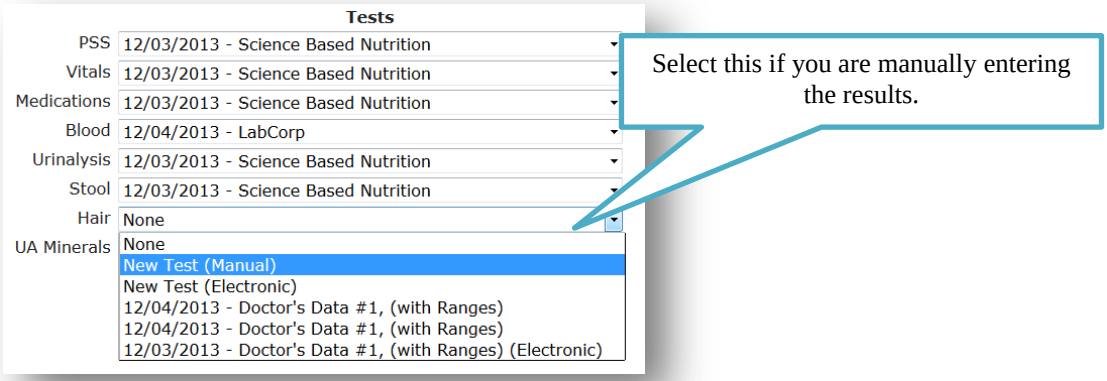
- Notice the system will automatically default to the most recent tests.



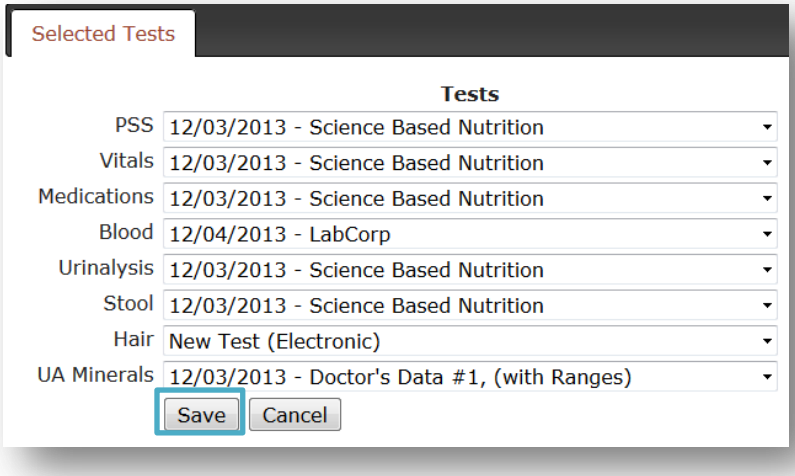
- Simply use the drop down arrows next to each test to add what you need. For instance if you did not add hair to the first report and want to add it now click the drop down arrow and select the data if the hair results are already in, new test electronic if you are waiting for the results to come in from SBN, or New Test Manual if you are getting to be putting them in yourself.



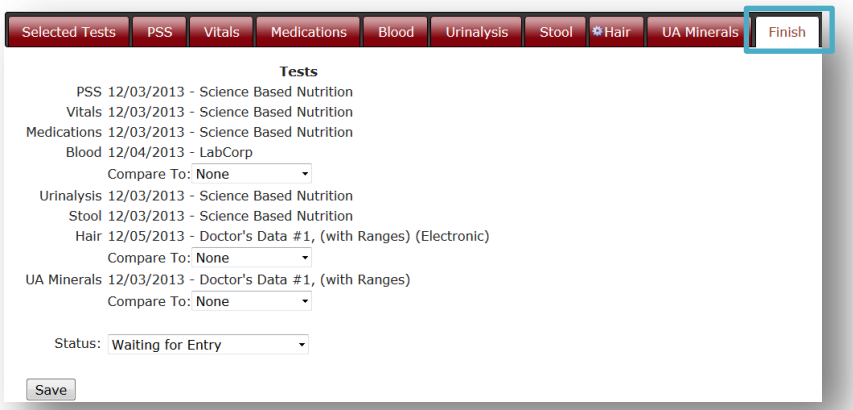




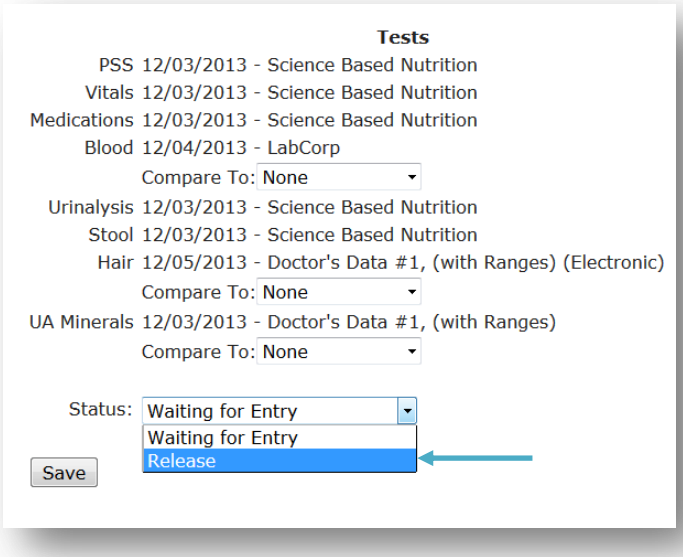
- When finished adding in all new tests hit “Save”



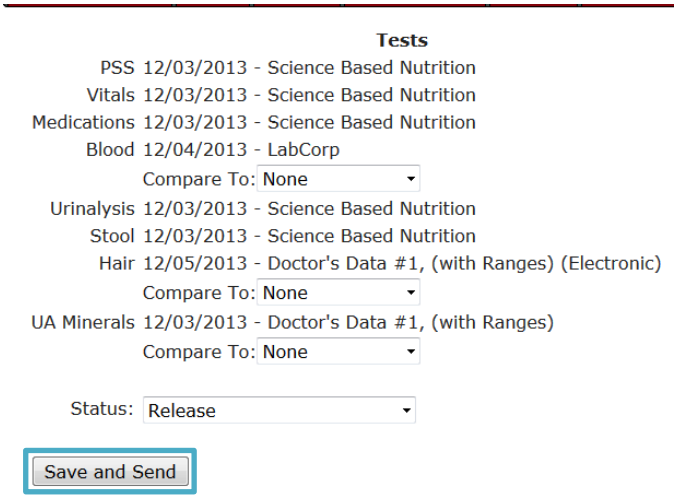
- Once all information that is being manually entered into the system has been put in go to the finish tab.



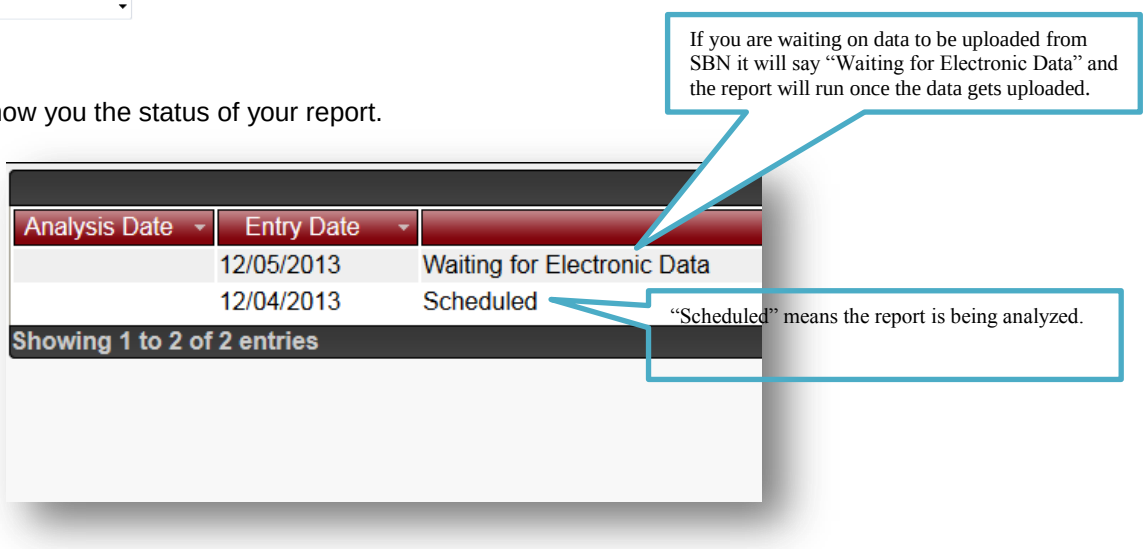
- Use the drop down arrow to change “Waiting for Entry” to “Release”



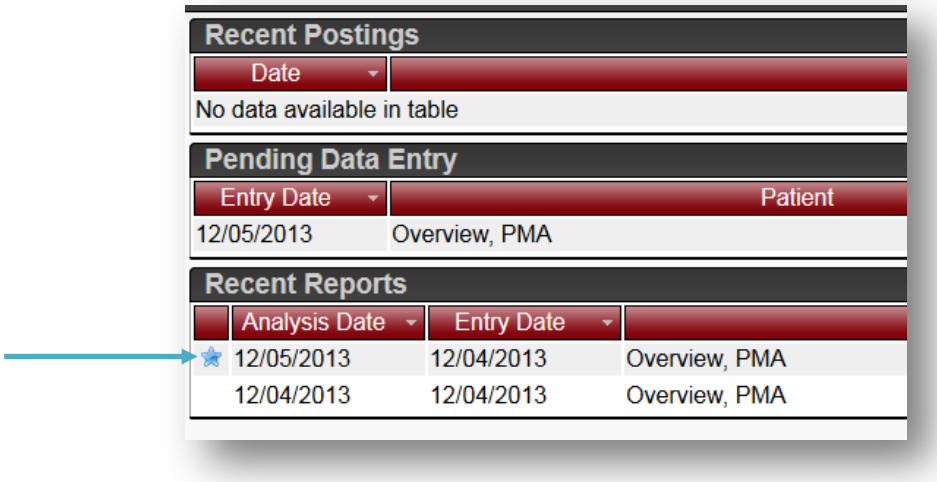
- The “Save” button will switch to “Save and Send” click on it.



- The next screen will show you the status of your report.

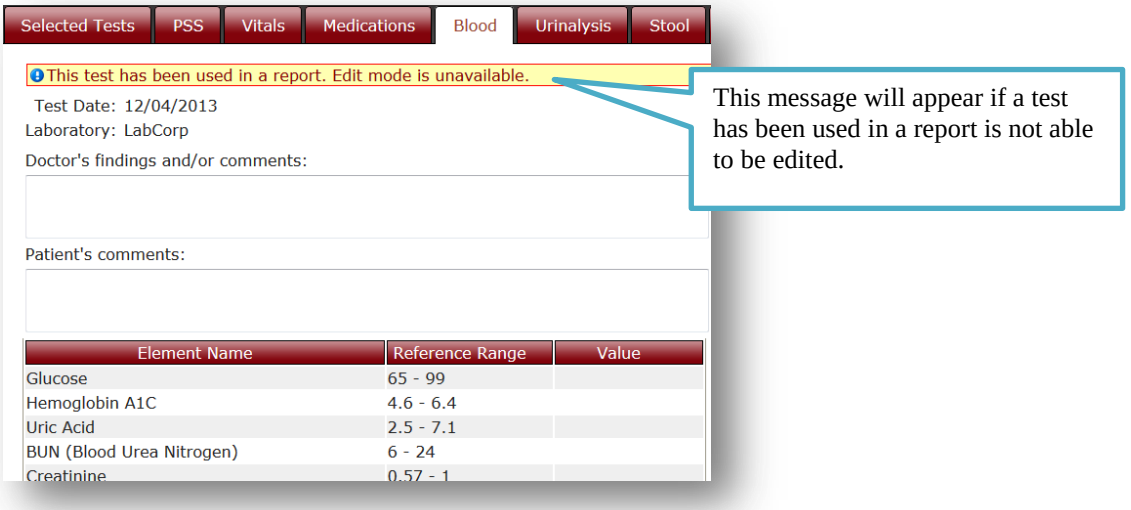


- If your report status is “Waiting for Electronic Data” you will get an e-mail once the data has been uploaded from SBN. The report will be ready about 10 minutes after you get the e-mail.
- If your report status is “Scheduled” the report will be ready in approx. 2-3 minutes.
- The report can be found on the home screen under recent reports. The patients name will have a blue star next to it when a new report is ready. Once you open the report the blue star will disappear.
- If no report appears under recent reports refresh your screen, the system will not refresh on its own.

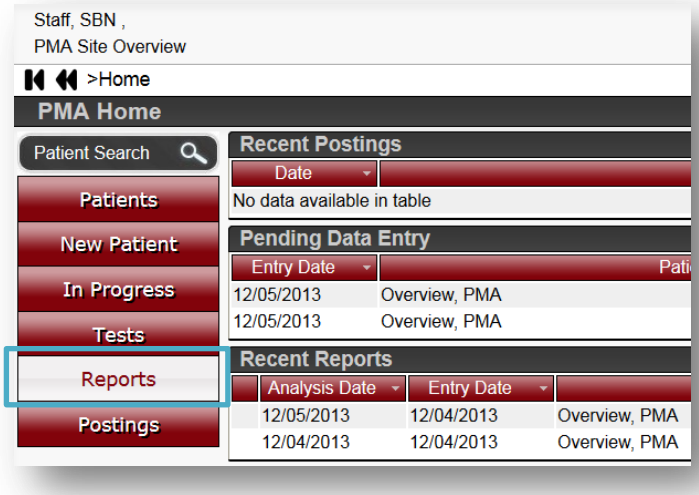


Editing Tests in a Report after being ran

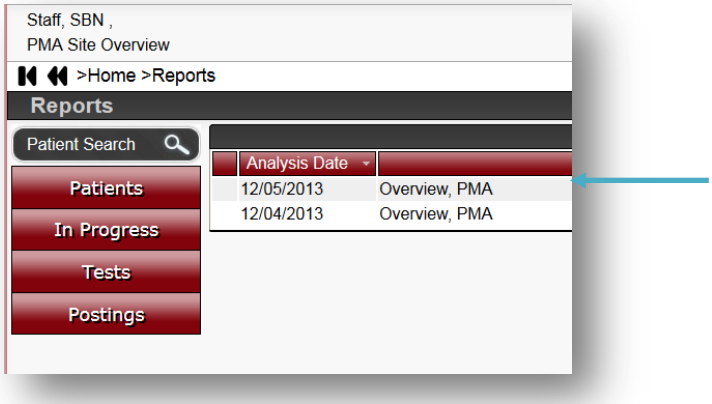
- Once a test is used in a report you will notice the system does not allow you to edit any of the information.
- If for some reason you need to edit any values or add in any lab values after a report has been ran follow the steps below.



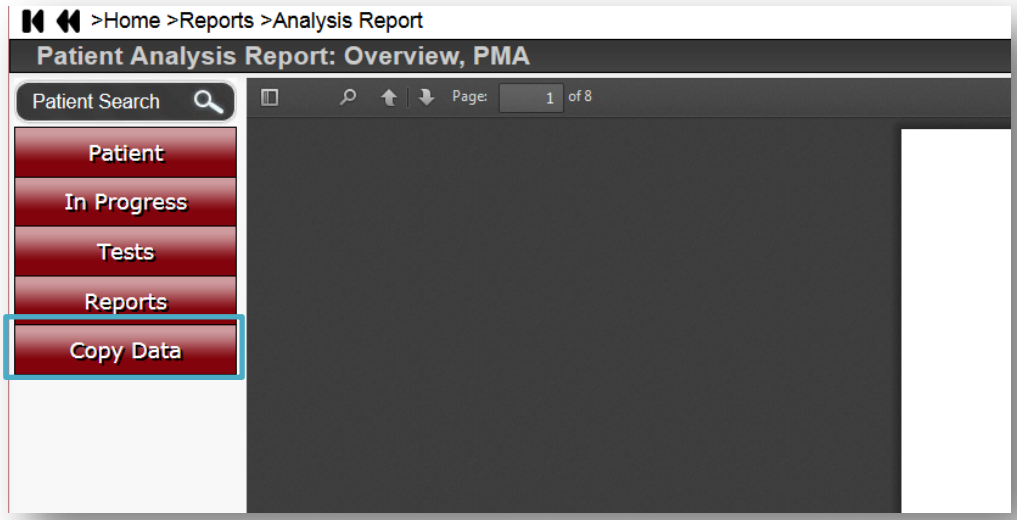
- To be able to edit a test start on the home screen. Click on reports.



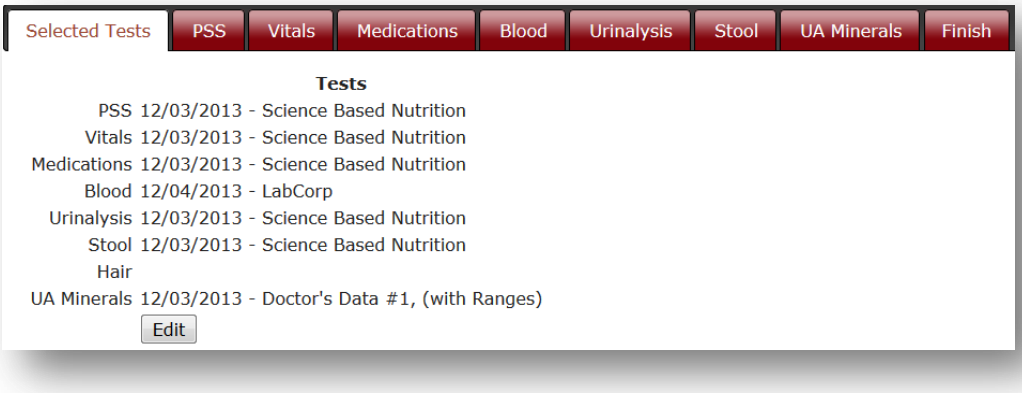
- Find the report that needs to be edited and click on it.



- This will open the report. Over on the left hand side click on “Copy Data”



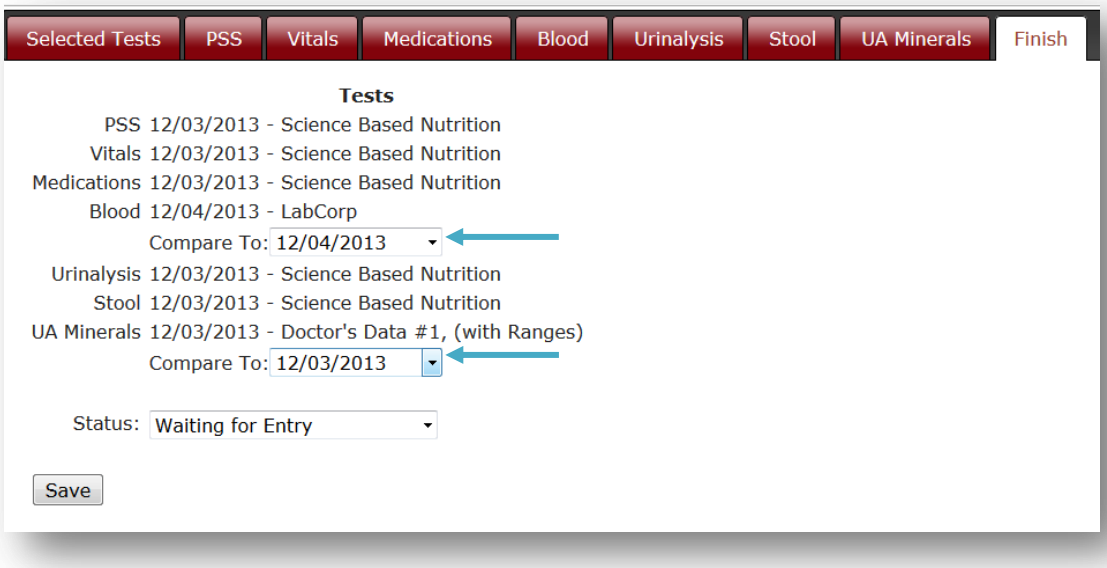
- This will bring you to the selected test menu where you can go in and edit any data.



- Once you are finished editing all data and are ready to run the report, click on the finish tab and finalize the report as usual. The report will be on the home page under recent reports with a blue star next to the patient’s name.

Comparing Reports

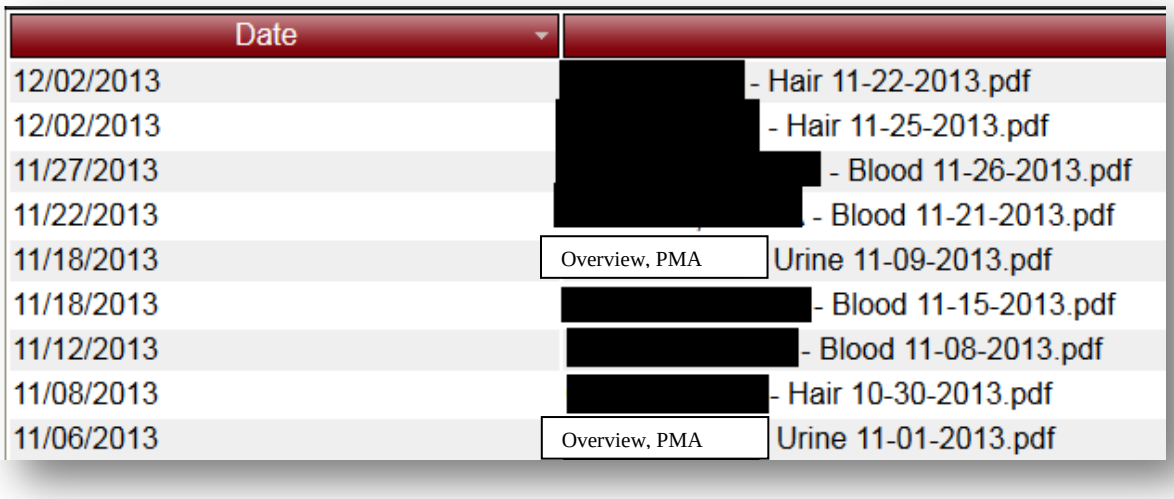
- To compare old reports to new reports follow the steps in the “Building and Running a Report” section.
- Once you get to the finish tab make sure there are dates under the “Compare to” drop down section under each test like below.



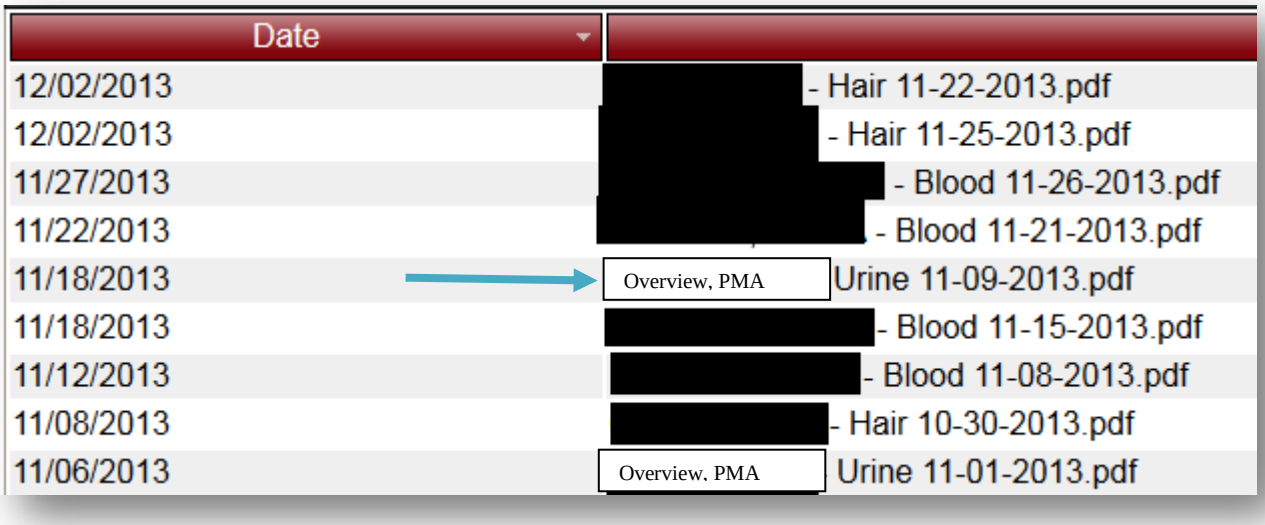
- The system will only show the most recent report to compare too. If you have multiple dates the system will automatically show all reports from the date shown to the oldest date in the system. It will not display all report dates!
- If for some reason you do not want the system to compare the date shown simply use the drop down arrow and select none or a different date.
- Once the dates on the compare to section are correct finalize the report as usual.
- The final report will be found on the home screen under recent reports with a blue star next to the patient’s name.

Urine Toxic Challenges

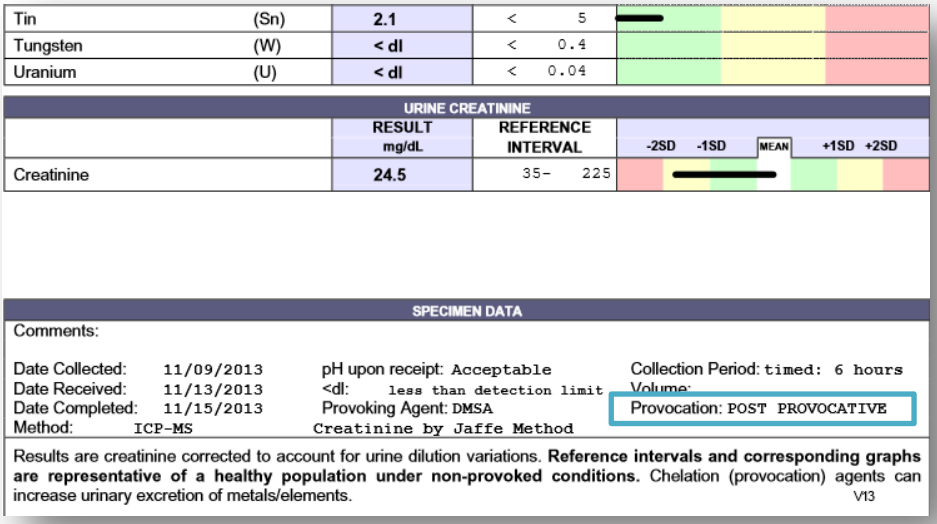
- **Pre Challenge**
  - The system will automatically run a report for the pre-challenge as this is kind of a “throw away” report because it is only needed in order to make the system compare the pre to the post.
  - A report will not show up under “recent reports” the system will just store this so that is will show up under the “compare to” section of the finish tab.
- Start on the home screen. Click on “Postings”



- Find the patients name and the 2 urine challenges. They will be listed as “Urine” with a date. There should be one for the pre and one for the post.
- The first thing to do is to determine which the pre is and which the post is. Do not go based off the date because the pre-test does not always come in before the post-test. Click on the top one first.



- This will open up the results from Doctor's Data. At the bottom of the results page there is a box that will tell you if the results are the pre or the post.



Tin	(Sn)	2.1	< 5	
Tungsten	(W)	< dl	< 0.4	
Uranium	(U)	< dl	< 0.04	

URINE CREATININE

	RESULT mg/dL	REFERENCE INTERVAL	-2SD -1SD MEAN +1SD +2SD
Creatinine	24.5	35- 225	

SPECIMEN DATA

Comments:

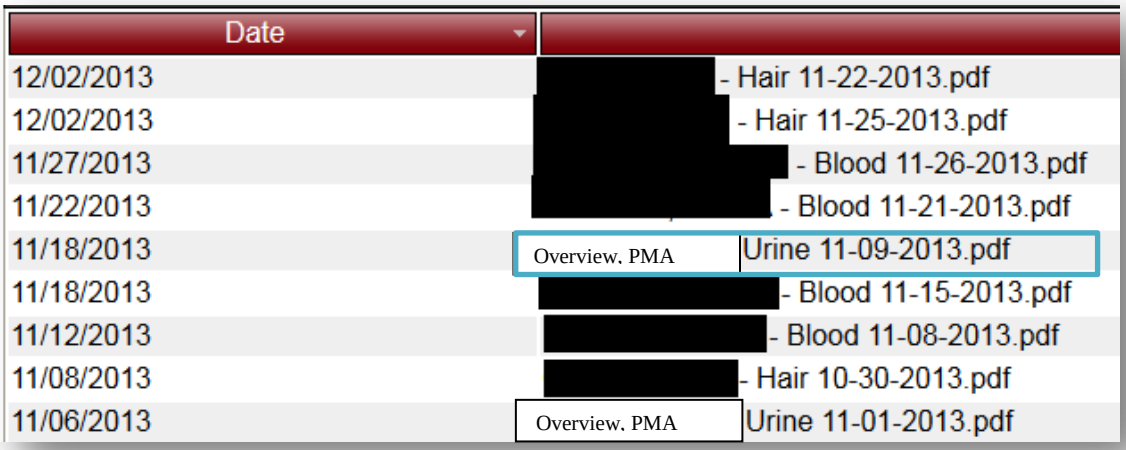
Date Collected: 11/09/2013
Date Received: 11/13/2013
Date Completed: 11/15/2013
Method: ICP-MS

pH upon receipt: Acceptable
<dl: less than detection limit
Provoking Agent: DMSA
Creatinine by Jaffe Method

Collection Period: timed: 6 hours
Volume:
Provocation: POST PROVOCATIVE

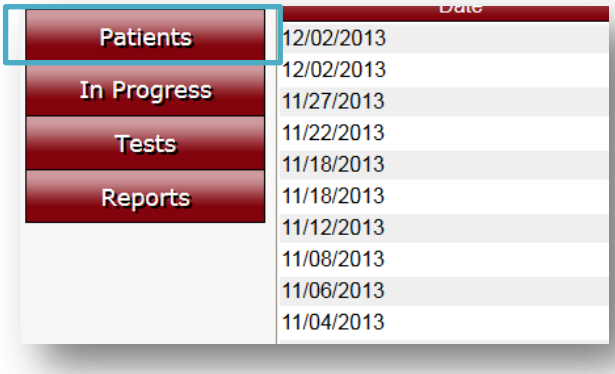
Results are creatinine corrected to account for urine dilution variations. **Reference intervals and corresponding graphs are representative of a healthy population under non-provoked conditions.** Chelation (provocation) agents can increase urinary excretion of metals/elements. V13

- So we have just determined the one dated 11/9/2013 is the post challenge. Write this down on a scarp piece of a paper as a reference.

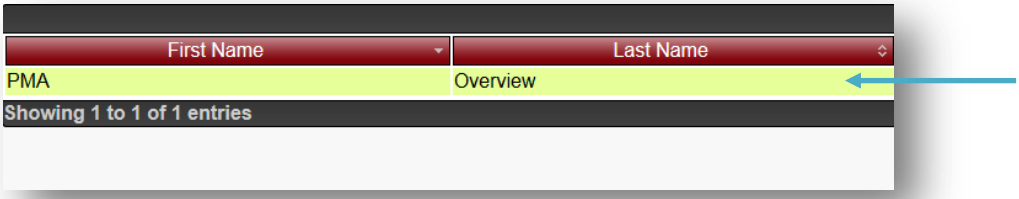


Date	
12/02/2013	[redacted] - Hair 11-22-2013.pdf
12/02/2013	[redacted] - Hair 11-25-2013.pdf
11/27/2013	[redacted] - Blood 11-26-2013.pdf
11/22/2013	[redacted] - Blood 11-21-2013.pdf
11/18/2013	Overview, PMA Urine 11-09-2013.pdf
11/18/2013	[redacted] - Blood 11-15-2013.pdf
11/12/2013	[redacted] - Blood 11-08-2013.pdf
11/08/2013	[redacted] - Hair 10-30-2013.pdf
11/06/2013	Overview, PMA Urine 11-01-2013.pdf

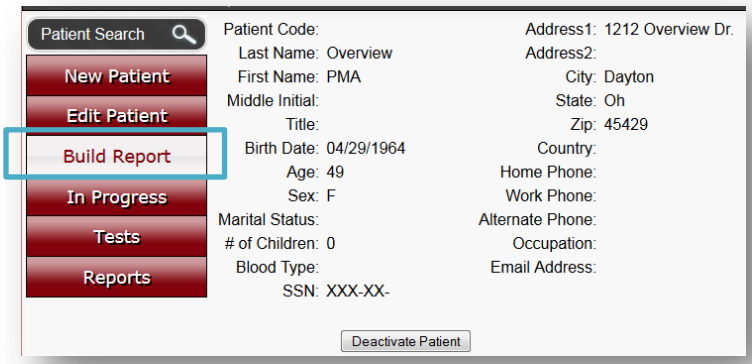
- After you determine which is which click on patients on left hand side of the screen



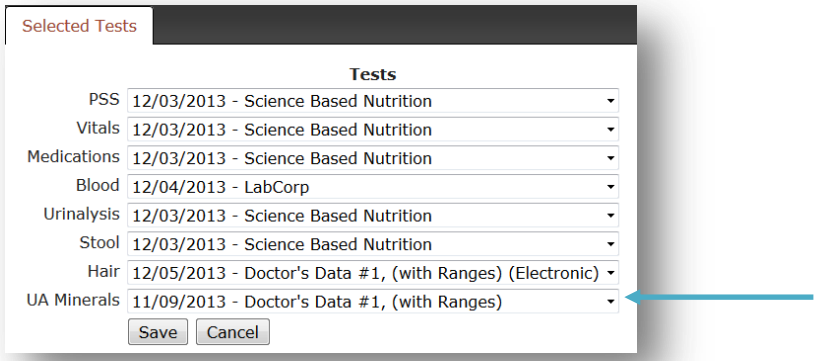
- Find the patients name you are working on and click on it.



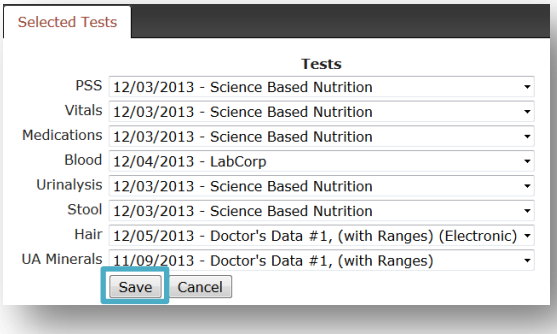
- Click on “Build Report” on the left hand side of the screen.



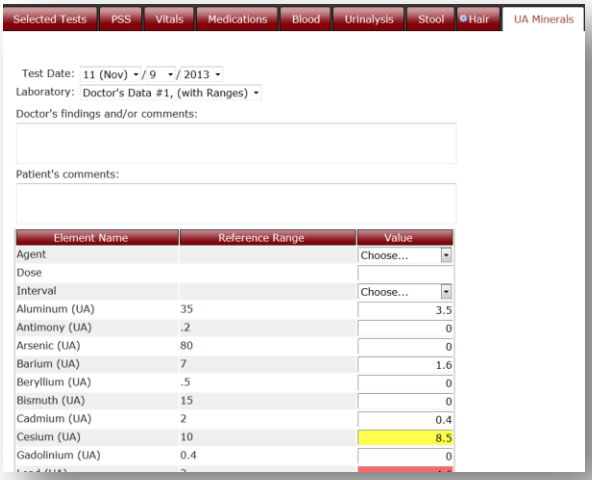
- The system will automatically default to the newest test in the system for each test. Look at the “UA Minerals” and make sure it has the correct date. **This date should be the post-test date.**
- If for some reason it is not the correct date simply use the drop down arrow and select the correct date.



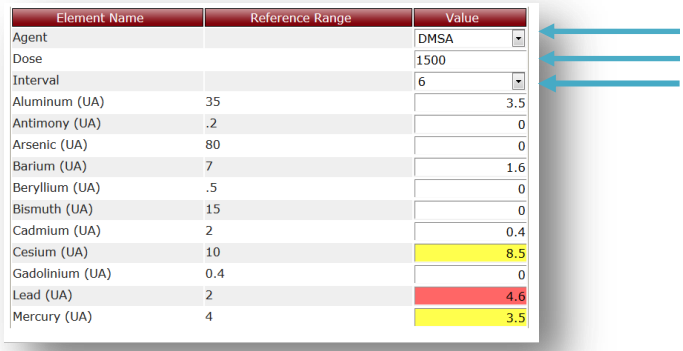
- Once everything on the selected tests screen is correct click “Save”



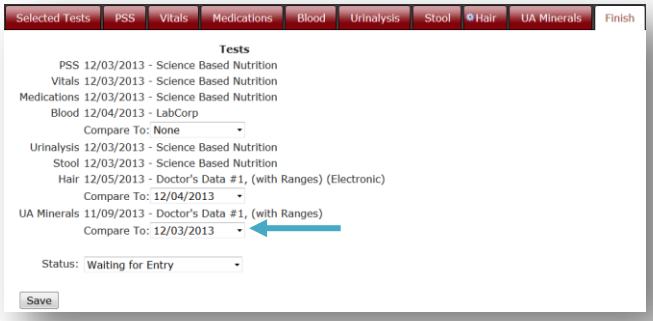
- Click on the “UA Minerals” tab



- Notice the system automatically uploaded the values.
- You will have to fill in the AGENT, DOSE, and INTERVAL before running the report.
- **Agent: DMSA**
- **Dose: Amount of DMSA the patient took**
- **Interval: 6 hours**



- Once those are entered you can go to the finish tab. Make sure the pre-test date shows up under the “Compare to” section under UA Minerals. If it does not use the drop down arrow and select the correct date.



- Once everything is correct change “Waiting for Entry” to “Release” and hit “Save and Send”
- The report will run as usual and the final report can be found on the home screen under recent reports with a blue star next to the patient’s name.