

# ADAPT Practitioner Training Program Syllabus

## Week 1

### ADAPT FOUNDATIONS

- Welcome
- Course overview
  - Course overview and learning objectives
    - **Clinician handout: Learning Objectives**
- Learning theory: why course is structured how it is
- How to get the most out of the course
  - Time commitment
  - Study tips
  - Getting support
- The Future of Medicine
  - The epidemic of modern disease
  - A new approach to medicine
    - Recognizes exposome and epigenetics as primary drivers of disease
    - Embraces an evolutionary/ancestral perspective
    - Applies a functional medicine approach to care
  - How functional and conventional medicine differ
    - **Patient handout: Functional vs. Conventional Medicine**
  - The ADAPT functional medicine systems model
- Introduction to Patient Care
  - Where do you start? Where do you go from there?
    - **Clinician handout: FM Systems Model and the “Order of Things”**
  - How do you layer and structure the treatment?
    - **Clinician handout: Structuring Treatment**

### OPTIMIZING THE EXPOSOME

- Introduction: Optimizing the Exposome
- Introduction: Nutrition
- Starting patients on Paleo
  - Two options:
    - 30-Day Reset
    - 14-Four with 2-week on-ramp



## FROM BUSY TO BALANCED

- Lesson: Focus
  - **Clinician handout: Clarify Your Vision, Purpose, and Goals**
  - **Clinician handout: Weekly Planning Worksheet**

## Week 2

### FUNCTIONAL MEDICINE: GUT

- Gut Introduction and overview
- Gut Basic physiology
  - Review of digestive tract anatomy and physiology
- Microbiome and Intestinal Barrier
  - Microbiome in health and disease
  - The role of the gut barrier

### PRACTICE MANAGEMENT

- Introduction: Practice Management
  - Distributed/virtual practice
- The Case Review process
  - **Patient handout: What is a Case Review?**

## FROM BUSY TO BALANCED

- Lesson: Measure
  - **Clinician handout: Define Success Worksheet**
  - **Clinician handout: Keep | Start | Stop**

## Week 3

### FUNCTIONAL MEDICINE: GUT

- Gut Pathology
  - Risk factors
  - Difference between syndrome/symptom and pathology
  - Pathologies
    - Hypochlorhydria and impaired bile/enzyme production
    - SIBO



- **Patient handout: Understanding SIBO**
- **Clinician handout: SIBO Test Options**
  - Infections
  - Dysbiosis and fungal overgrowth
  - Food intolerances
  - Intestinal permeability
  - Autoimmunity
- **Diagnosis: Food Intolerances**
  - Introduction
    - Is food intolerance testing legitimate?
    - Signs and symptoms

## OPTIMIZING THE EXPOSOME

- What if your patients won't go Paleo?
  - Common objections—and solutions
    - **Patient handout: Resources for Getting Started**
    - **Patient handout: Healthy Living on a Budget**
  - Paleo for vegetarians
    - **Patient handout: Paleo for Vegetarians**
  - The 3 most important changes
- The Paleo Reset diet

## FROM BUSY TO BALANCED

- Lesson: Personalize
  - Clinician handout: Your Natural Work Style
  - Clinician handout: Define Your Unique Ability

# Week 4

## FUNCTIONAL MEDICINE: GUT

- **Diagnosis: Food Intolerances (continued)**
  - Cyrex Array 3
    - Case studies
    - Case assignments
      - **Clinician handout: Array 3 Interpretation Guide**
      - **Patient handout: Preparing for Array 3**
      - **Clinician handout: Interpretation of Antibodies Against Wheat, Gluten and Enzyme Antigens**
  - Interview with Dr. Aristo Vojdani



## PRACTICE MANAGEMENT

- How to structure your practice (continued)
  - Patient flow
    - Initial Consult
    - Case Review appointment
    - Follow-ups
  - Staffing
    - Key staff positions and roles
      - Start-up
      - Growth
    - **Clinician handout: CCFM organization chart**

## FROM BUSY TO BALANCED

- Lesson: Prioritize
  - **Clinician handout: Decision Filter Worksheet**

# Week 5

## FUNCTIONAL MEDICINE: GUT

- Diagnosis: Food intolerances
  - Cyrex Array 4
    - Case studies
    - Case assignments
      - **Clinician handout: Array 4 Interpretation Guide**
      - **Patient handout: Preparing for Array 4**
      - **Patient handout: Cyrex Array 4 Dietary Instructions**
  - Cyrex Array 10
    - Case studies
    - Case assignments
      - **Clinician handout: Array 10 Interpretation Guide**
      - **Patient handout: Preparing for Array 10**
    - Elimination/provocation
    - Follow-up testing

## OPTIMIZING THE EXPOSOME

- How to customize Paleo for particular needs
  - The importance of personalization
  - Macronutrient ratios



- Patient handout: **Macronutrient Ratios**
- Patient handout: **Monitoring Ketones**
- Patient handout: **Blood Sugar Tracking Form**

## FROM BUSY TO BALANCED

- Lesson: **Streamline**
  - Clinician handout: **Automation Finder Worksheet**

# Week 6

## FUNCTIONAL MEDICINE: GUT

- Identifying gut pathologies: **Stool testing**
  - Doctor's Data CSAP + BioHealth 401H
    - Case studies
    - Case assignments
      - Clinician handout: **Doctor's Data CSAP Interpretation Guide**
      - Patient handout: **Preparing for the Doctor's Data CSAP**
- Interview: **David Quig**

## PRACTICE MANAGEMENT

- How to operate your practice
  - Onboarding new patients
    - Introduction
    - Overview of steps
      - Clinician Handout: **Outline of New Patient Onboarding**
      - Sample Video Script: **Video on the Wufoo Application**
      - Sample Video Script: **Initial Inquiry Follow-up Video**

## FROM BUSY TO BALANCED

- Lesson: **Balance**
  - Clinician handout: **Focus, Free, and Buffer Worksheet**
  - Clinician handout: **Meditation and Mindfulness Resources**



## Week 7

### FUNCTIONAL MEDICINE: GUT

- Identifying gut pathologies: SIBO
  - SIBO Breath Test
    - Case studies
    - Case assignments
      - **Clinician handout: SIBO Breath Test Interpretation Guide**
      - **Patient handout: Preparing for SIBO Breath Test**

### OPTIMIZING THE EXPOSOME

- How to customize Paleo for particular needs (continued)
  - Meal frequency and timing
  - Intermittent fasting

### FROM BUSY TO BALANCED

- Lesson: Reward
  - **Clinician handout: Seeing Your Wins**

## Week 8

### FUNCTIONAL MEDICINE: GUT

- Identifying gut pathologies: Dysbiosis
  - Genova Organix Comprehensive
    - Case studies
    - Case assignments
      - **Clinician handout: Genova Organix Testing Interpretation Guide**
      - **Patient handout: Preparing for Genova Organix Test**

### PRACTICE MANAGEMENT

- How to operate your practice
  - Onboarding new patients (continued)
    - Initial application & follow-up
    - Email autoresponder
    - Scheduling the Initial Consult



- **Clinician Handout: Patient Guide Example**
- **Clinician Handout: Patient Registration and Agreement Example**
- **Clinician Handout: Privacy Policy Example**
- **Clinician Handout: Onboarding Email Autoresponder Outline**
- **Working Procedure: Onboarding Initial Inquiry through Initial Consult**
- **Working Procedure: Onboarding Initial Inquiry for Clinician**
- **Working Procedure: Onboarding Initial Inquiry Follow-Up**
- **Working Procedure: Onboarding EHR Registration**
- **Working Procedure: Onboarding Process Registration Form**
- **Working Procedure: Onboarding Schedule Initial Consult**
- **Working Procedure: Onboarding Schedule Initial Consult Follow Up**
- **Working Procedure: Onboarding from Initial Consult through Case Review**
- **Working Procedure: Onboarding Initial Consult for Clinician**
- **Working Procedure: Onboarding Initial Consult Follow-up Call**
- **Working Procedure: Onboarding Initial Consult Follow-up**
- **Working Procedure: Onboarding Schedule Case Review**
- **Working Procedure: Onboarding Case Review Clinician**
- **Working Procedure: Onboarding Case Review Follow-up Call**
- **Working Procedure: Onboarding Case Review Follow-up**

## FROM BUSY TO BALANCED

- Lesson: Upgrade
  - **Clinician handout: Speed Reading**
  - **Clinician handout: Study and Research Skills**

## Week 9

### FUNCTIONAL MEDICINE: GUT

- Identifying gut pathologies: Intestinal permeability
  - Cyrex Array 2
    - Case studies
    - Case assignments
      - **Clinician handout: Array 2 Interpretation Guide**
      - **Patient handout: Preparing for Array 2**



- Doctor's Data Intestinal Permeability Assessment
  - Case studies
  - Case assignments
    - **Clinician handout: IPA Interpretation Guide**
    - **Patient handout: Preparing for Intestinal Permeability Assessment**
- Identifying gut pathologies: Microbiome sequencing
  - uBiome and American Gut
    - Pros and cons
    - Clinical relevance

## OPTIMIZING THE EXPOSOME

- How to customize Paleo for particular needs (continued)
  - Carbohydrate backloading
  - Paleo for Athletes
    - Protein, post-workout meals, carbs
      - **Patient handout: Paleo for Athletes**

# Week 10

## FUNCTIONAL MEDICINE: GUT

- Gut treatment protocols
  - General considerations
    - Two stages of treating the gut
      - Remove
      - Rebuild
    - General guidelines and tips for antimicrobial protocols
  - SIBO
    - Diet
    - Antimicrobials
    - Prokinetics
    - Other supplements
    - 3-stage SIBO protocol
      - **Clinician Handout: SIBO Treatment - Duration**
      - **Clinician Handout: Prescription Medications for SIBO Treatment**
      - **Patient Handout: Anti-microbial Protocols**
      - **Clinician Handout: Pediatric SIBO and Gut Dysbiosis Treatment Protocols**





- **Clinician Handout: Elemental Diet**

## PRACTICE MANAGEMENT

- How to operate your practice
  - Utilizing NPs, PAs and Health Coaches

# Week 11

## FUNCTIONAL MEDICINE: GUT

- Treatment protocols: Dysbiosis and parasites
  - Diet
  - Antimicrobials
  - Other supplements
  - Parasites
  - Diet
  - Antiparasitics
  - Other supplements
    - **Clinician handout: Botanical Protocol for Dysbiosis**
    - **Clinician handout: H. Pylori Botanical Treatment**

## OPTIMIZING THE EXPOSOME

- How to customize Paleo for particular needs (continued)
  - Women: hormones, carbs, other tips
    - **Patient handout: Paleo for Women**

# Week 12

## FUNCTIONAL MEDICINE: GUT

- Treatment protocols
  - Low stomach acid/GERD
    - Diet
    - Supplements
    - Other considerations
      - **Clinician handout: GERD Treatment Summary**
  - IBD/IBS-D
    - Diet



- Supplements
- Medications
  - **Patient handout: Paleo Low-FODMAP Diet**
  - **Patient handout: GAPS Diet Guidelines**
  - **Patient handout: How to Manage Your Stress**
  - **Clinician handout: Probiotics & Gut Symptom Treatment**
  - **Clinician handout: IBD Remission and Maintenance Treatment**
- IBS-C/constipation
  - Diet
  - Supplements
  - Other considerations

## PRACTICE MANAGEMENT

- How to operate your practice
  - The Initial Consult
    - Overview
    - Key points to cover
      - **Clinician handout: Initial Consult Script**
    - Follow-up
      - Sending intake paperwork, lab requisitions, and kits
    - Scheduling the Case Review
      - **Clinician Handout: Initial Consult Overview and Tips**
      - **Working Procedure: Chart Prep Initial Consult**
      - **Working Procedure: Lab Ordering Procedures**
      - **Working Procedure: Send Messages**
      - **Working Procedure: Update Credit Card Info**

## Week 13: Break Week

## Week 14

### FUNCTIONAL MEDICINE: GUT

- Treatment protocols: Leaky gut
  - Diet
  - Supplements
  - Other considerations
    - **Clinician handout: Gut Barrier Interventions**

### OPTIMIZING THE EXPOSOME

- How to customize Paleo for particular needs (continued)
  - Case studies

## Week 15

### FUNCTIONAL MEDICINE: GUT

- Probiotics and prebiotics
  - Fermented foods
  - Fermentable fiber
  - Commercial products
    - **Patient handout: Fermented Foods Guide**
    - **Patient handout: Rebuilding a Healthy Gut**

### PRACTICE MANAGEMENT

- How to operate your practice
  - The Case Review
    - Overview
    - New patient intake
      - Chief complaints
      - Body systems assessment
      - Diet survey and one-day diary
      - History
      - Supplement and medication list
      - Case Review questionnaire
    - The Report of Findings
    - How to structure the appointment
    - Managing expectations for treatment

- Follow-up
  - Delivering the Report of Findings
  - Delivering patient instructions
- **Clinician Handout: Report of Findings Template**
- **Patient Handout: Case Review Questionnaire**
- **Patient Handout: Dietary Habits Questionnaire**
- **Patient Handout: Environmental Exposure Survey**
- **Patient Handout: Food Survey**
- **Patient Handout: Metabolic Assessment Form**
- **Working Procedure: Chart Prep Case Reviews**
- **Working Procedure: Upload Lab Results into the EHR**
- **Working Procedure: Tag Questionnaires**

## Week 16

### FUNCTIONAL MEDICINE: GUT

- Lifestyle and behavior
  - Stress management
  - Mindful eating
  - Meal timing and frequency
    - **Clinician handout: Lifestyle & Behavior Recommendations**
- Advanced treatments
  - Probiotic and prebiotic implants
  - Fecal transplants

### OPTIMIZING THE EXPOSOME

- How to customize diet/lifestyle for common health conditions
  - Introduction
  - Weight loss
    - **Patient handout: Six Strategies for Successful Weight Loss**
    - Case study
  - High cholesterol and heart disease
    - **Patient handout: High Cholesterol and Heart Disease**
    - Case study

# Week 17

## FUNCTIONAL MEDICINE: GUT

- Full Case Studies & Review

## PRACTICE MANAGEMENT

- Follow-up appointments
  - **Clinician Handout: Hosting a Zoom Webinar**
  - **Clinician Handout: Webinar Best Practices**

# Week 18

## FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Introduction
- Basic physiology
  - HPA axis and Adrenomedullary Hormone System (AHS)
  - Stress hormones and hormone metabolism

## OPTIMIZING THE EXPOSOME

- How to customize diet/lifestyle for common health conditions (continued)
  - Hypertension
    - **Patient handout: 10 Tips for Lowering Your Blood Pressure Naturally**
    - Case study
  - GERD, IBS, IBD, and other digestive disorders
    - **Patient handout: Digestive Problems**
    - Case study
  - Anxiety, depression, and other cognitive disorders
    - **Patient handout: Boost Your Mood Without Medications**
    - Case study

## Week 19

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Etiology of HPA-D
  - 4 categories of HPA axis stressors
  - Diet and lifestyle factors
  - Caffeine, steroids, and other drugs

### PRACTICE MANAGEMENT

- Patient Communication
  - **Clinician handout: Patient Communication Policy**

## Week 20

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- HPA-D vs. “Adrenal Fatigue”
  - Does Adrenal Fatigue exist?
  - Problems with the 3-stage model
  - How to discuss HPA-D with patients and other medical professionals
    - **Patient handout: What is HPA Axis Dysfunction?**
  - Audio Interview: Thomas Guilliams

### OPTIMIZING THE EXPOSOME

- How to customize diet/lifestyle for common health conditions (continued)
  - Diabetes and other blood sugar disorders
    - **Patient handout: Diet & Lifestyle Recommendations for Blood Sugar Disorders**
    - Case study
  - Thyroid disorders
    - **Patient handout: Diet & Lifestyle Recommendations for Good Thyroid Health**
    - Case study
  - Autoimmune disorders
    - **Patient handout: Diet & Lifestyle Recommendations for Autoimmune Disorders**
    - Case study
  - HPA Axis Dysfunction

- Patient handout: Diet & Lifestyle Recommendations for HPA-D
- Case study

## Week 21

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Pathology
  - Allostatic load and depletion of metabolic reserve
  - Genomics, epigenetics and HPA-D
  - Conditions related to HPA-D

### PRACTICE MANAGEMENT

- How to operate your practice
  - Billing and insurance

## Week 22

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Diagnosis
  - Categories of assessment
    - Signs, symptoms & history
      - HPA-D is clinical diagnosis
    - Lab tests: “allostatic load battery”: what to measure?
      - Cortisol
      - DHEA
      - Cortisol awakening response
      - Cortisol: DHEA ratio
      - Optional: aldosterone, melatonin, ACTH, inflammatory markers
    - Assessment tools for perceived stress
    - **Patient Handout: Perceived Stress Scale**
    - **Patient handout: Holmes and Rahe Stress Scale**
  - Comparison of available tests
    - Serum vs. saliva vs. urine vs. hair
    - Saliva vs. DUTCH test
    - Recommended test protocol



## OPTIMIZING THE EXPOSOME

- How to customize diet/lifestyle for common health conditions (continued)
  - Acne, eczema, psoriasis, and other skin conditions
    - **Patient handout: Diet and Lifestyle Changes for Healthy Skin**
    - Case study
  - Fertility, pregnancy, and breastfeeding
    - **Patient handout: Diet and Lifestyle Changes for Fertility, Pregnancy & Breastfeeding**
    - Case study

## Week 23

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- DUTCH Test (Part 1)
  - Adrenal Profile
  - **Clinician Handout: Adrenal Profile Interpretation Guide**
- Audio Interview: Mark Newman of Precision Analytical

### PRACTICE MANAGEMENT

- How to operate your practice
  - Ordering supplements

## Week 24

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- DUTCH Test (Part 2)
  - Case studies

### OPTIMIZING THE EXPOSOME

- Basic supplementation
  - Introduction
  - Maintenance supplementation
    - Vitamin A
      - Food sources
      - Recommended supplements



- Vitamin D
  - Food sources
  - UV exposure
  - Recommended supplements
- Magnesium
  - Food sources
  - Recommended supplements
- **Patient handout: Food Sources of Key Nutrients**

## Week 25

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Treatment
  - Diet
    - Macronutrients
      - Protein (timing, total amount)
      - Carbs (timing, total amount)
    - Meal frequency and timing
    - Specific nutrients
    - **Patient handout: Diet for HPA-D**

### PRACTICE MANAGEMENT

- How to operate your practice
  - Processing patient charts
    - Processing charts for Initial Consults
      - Preparing invoice and getting patient approval
      - Ordering supplements
      - Ordering labs
      - Delivering clinician instructions and handouts
      - Billing
    - **Working Procedure: Process Appointment Encounter - Initial Consults**
    - **Working Procedure: Estimate Approvals**
    - **Working Procedure: Estimate Additions**
    - **Working Procedure: Estimate Modifications**
    - **Working Procedure: Create Superbills**

## Week 26: Break Week

## Week 27

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Treatment
  - Behavior and lifestyle
    - Light exposure
    - Exercise
    - Stress management
    - **Patient handout: HPA-D Lifestyle Strategies**

### OPTIMIZING THE EXPOSOME

- Maintenance supplementation (continued)
  - Vitamin K2
    - Food sources
    - Recommended supplements
  - Vitamin C
    - Food sources
    - Recommended supplements
  - Iodine
    - Food sources
    - Recommended supplements

## Week 28

### FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Treatment
  - Adjunctive therapies
    - Acupuncture
    - Massage
    - MBCT
  - Supplemental nutrients, botanicals & hormones
    - Basic nutrients
    - Adaptogens and licorice

- Glandulars
- Hormones
- Building a protocol
  - High free and total cortisol
  - Low free and total cortisol
  - Disrupted diurnal rhythm / high nighttime cortisol
  - High free cortisol with low total
  - Low free cortisol with high total
  - Impaired cortisol metabolism
  - Low/high DHEA
  - Low melatonin
- **Clinician handout: HPA-D Protocol Matrix**

## PRACTICE MANAGEMENT

- How to operate your practice
  - Processing charts for Case Reviews
    - Preparing invoice and getting patient approval
    - Ordering supplements
    - Ordering labs
    - Delivering clinician instructions and handouts
    - Billing
    - **Working procedure: Process Appointment Encounter - Case Reviews**

# Week 29

## FUNCTIONAL MEDICINE: HPA AXIS DYSFUNCTION (HPA-D)

- Bringing it all together
  - Case studies
  - Case assignments
- Wrap-up

## OPTIMIZING THE EXPOSOME

- Nutrients to be cautious of supplementing with
  - Iron
  - Calcium
  - Vitamin E (alpha-tocopherol)
  - Beta-carotene

- Folic acid
- Summary of supplement recommendations
- **Patient handout: Maintenance Supplementation**

## Week 30

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Introduction and overview
- Principles of functional blood chemistry
- Blood chemistry basics
  - Principles of functional blood chemistry
  - Functional vs. conventional ranges
  - Recommended panel
  - Options for ordering the panel
  - Where to find additional info
- **Clinician Handout: Blood Chemistry Report Template (Excel)**
- **Working Procedure: Create Blood Chemistry Report**
- **Clinician Handout: Professional Co-op Case Review Panel**
- **Clinician Handout: Functional Blood Chemistry Patterns**

### PRACTICE MANAGEMENT

- How to operate your practice
  - Processing charts for Follow-up Appointments
    - Preparing invoice and getting patient approval
    - Ordering supplements
    - Ordering labs
    - Delivering clinician instructions and handouts
    - Billing

## Week 31

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Blood chemistry patterns
  - Blood sugar imbalances
    - Hyperglycemia Part 1: Etiology and Diagnosis
      - Case studies
      - Additional markers

## OPTIMIZING THE EXPOSOME

- Lifestyle
  - Introduction
  - Physical activity
    - Introduction
    - Core concepts
      - Physical activity-disease connection
      - Move like your ancestors
      - Overtraining
        - **Patient handout: Are You Overtraining?**

## Week 32

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Blood chemistry patterns
  - Blood sugar imbalances (continued)
    - Hyperglycemia Part 2
      - Treatment
    - Hypoglycemia / reactive hypoglycemia
      - Case studies
      - Additional markers
      - Treatment
      - **Clinician handout: Interpretation of Hypoglycemia**
  - **Patient handout: Protein-Sparing Modified Fast Guidelines**
  - **Patient handout: Intermittent Fasting**
  - **Patient handout: The Potato Hack Diet**

### PRACTICE MANAGEMENT

- Back-end systems
  - EHR and Accounting Overview
  - Accounting Part 1
    - Getting started with QuickBooks Online
    - Chart of accounts
    - Banking center
    - Contractors and employees
    - Reconciling and reporting
      - **Clinician Handout: Sample Chart of Accounts**
      - **Clinician Handout: QuickBooks Training Outline**



## Week 33

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Nutrient imbalances
  - Iron deficiency
    - Case studies
    - Additional markers
    - Treatment
      - **Patient handout: Iron Repletion Protocol**
      - **Clinician handout: Functional Range for Iron Markers**

### OPTIMIZING THE EXPOSOME

- Physical activity (continued)
  - Recommendations
    - SWAP
    - Apps, tools and resources
      - **Patient handout: SWAP Your Way to Health**

## Week 34

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Nutrient imbalances (continued)
  - Iron overload
    - Case studies
    - Additional markers
    - Treatment
      - **Patient handout: Iron Reduction Protocol**
      - **Patient Handout: FeGGT LifePro Questionnaire**
      - **Clinician Handout: FeGGT LifePro Score Assessment**
      - **Patient Handout: Determining HFE Status with 23andMe**

### PRACTICE MANAGEMENT

- Back-end systems
  - Accounting Part 2



## Week 35

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Nutrient imbalances (continued)
  - B12 deficiency
    - Case studies
    - Additional markers
    - Treatment
      - **Patient handout: B12 Repletion Protocol**

### OPTIMIZING THE EXPOSOME

- Lifestyle
  - Sleep
    - Introduction
    - Core concepts
      - Sleep-disease connection
      - The role of artificial light
      - Determining how much sleep you need
      - Sleep quality: factors that interfere, improving

## Week 36

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Nutrient imbalances (continued)
  - Vitamin D imbalance
    - Case studies
    - Additional markers
    - Treatment
      - **Patient handout: Optimizing Vitamin D Levels**
  - Zinc-copper imbalance
    - Case studies
    - Additional markers
    - Treatment
      - **Patient handout: Optimizing Copper and Zinc Levels**



## PRACTICE MANAGEMENT

- Back-end systems
  - Using the EHR Part 1

# Week 37

## FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Nutrient imbalances
  - Magnesium deficiency
    - Case studies
    - Additional markers
    - Treatment
- Thyroid imbalances
  - Thyroid hypofunction part 1
    - Case studies
    - Additional markers
    - Treatment
      - **Patient handout: Dietary Nutrients for Thyroid Health**
      - **Patient handout: THEA Score Patient Questionnaire**
      - **Clinician handout: THEA Score Clinician Assessment**

## OPTIMIZING THE EXPOSOME

- Lifestyle
  - Sleep (continued)
    - Basic recommendations
      - Sleep hygiene
      - Sleep nutrition
      - Light control
      - Movement
      - Apps, tools and resources
        - **Patient handout: How to Sleep Like a Pro**



## Week 38

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Thyroid imbalances (continued)
  - Thyroid hypofunction part 2
    - Case studies
    - Treatment
  - Thyroid hyperfunction
    - Case studies
    - Additional markers
    - Treatment
  - **Patient Handout: Dietary Nutrients for Thyroid Health**
  - **Patient Handout: THEA Score Patient Questionnaire**
  - **Clinician Handout: THEA Score Assessment**
  - **Clinician Handout: Approach to the Finding of a Low Thyrotropin Level**

### PRACTICE MANAGEMENT

- Back-end systems
  - Using the EHR Part 2

## Week 39: Break Week

## Week 40

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns
  - Impaired kidney function
    - Case studies
    - Additional markers
    - Treatment
  - Other metabolic patterns (dehydration, gout, changes in muscle mass)
    - Case studies
    - Additional markers
    - Treatment



## OPTIMIZING THE EXPOSOME

- Lifestyle
  - Stress management
    - Introduction
    - Core concepts
      - Stress-disease connection
      - Definition of stress
      - HPA axis dysregulation
      - Benefits of stress management

## Week 41

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns (continued)
  - Impaired liver function
    - Case studies
    - Additional markers
    - Treatment
  - Impaired gallbladder function
    - Case studies
    - Additional markers
    - Treatment
      - **Clinician Handout: Treatment of Gallbladder Dysfunction**

### PRACTICE MANAGEMENT

- Back-end systems
  - Using the EHR Part 3

## Week 42

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns (continued)
  - Anemia (iron deficiency)
    - Case studies
    - Additional markers
    - Treatment
      - **Clinician handout: ACD and IDA Marker Comparison**
      - **Clinician Handout: Causes, Signs and Symptoms of Anemia**

### OPTIMIZING THE EXPOSOME

- Lifestyle
  - Stress management (continued)
    - Basic recommendations
      - Reduce stress you experience
      - Manage stress you can't avoid
      - Tips for getting started with stress management
      - Apps, tools and resources
        - **Patient Handout: Histamine Intolerance Guidelines**

## Week 43

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns (continued)
  - Anemia (B12 and folate deficiency)
    - Case studies
    - Additional markers
    - Treatment
      - **Patient Handout: Dietary Sources of Folate**
      - **Patient Handout: Methylation Nutrients and Foods**
  - Anemia (of chronic disease)
    - Case studies
    - Additional markers
    - Treatment

## PRACTICE MANAGEMENT

- Back-end systems
  - Legal, Phone and File Management
    - **Clinician handout: Patient Guide and Informed Consent**
    - **Working Procedure: Setup and Use RingCentral (With Script)**
  - Scheduling
    - **Working Procedure: Handle Appointment Requests from Patients**
    - **Working Procedure: Schedule Case Review Appointments**
    - **Working Procedure: Reschedule Case Review Appointments**
    - **Working Procedure: Schedule Existing Patient Appointments**
    - **Working Procedure: Schedule Video Appointments in Chiron**

## Week 44

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns (continued)
  - Dyslipidemia
    - Case studies
    - Additional markers
    - Treatment
    - Bonus Interview with Peter Attia
      - **Clinician handout: Dyslipidemia Treatment Matrix**
      - **Clinician handout: Simon Broome Criteria for FH**

### OPTIMIZING THE EXPOSOME

- Lifestyle
  - Environmental toxins
    - Introduction
    - Core concepts
      - Toxins-disease connection
      - Most harmful toxins and where to find them
    - Basic recommendations
      - Minimizing toxic exposure
      - Supporting natural detoxification systems
      - Apps, tools and resources
      - **Patient handout: Living Clean and Green**
      - **Patient handout: Biotoxin Illness Survey**
      - **Clinician handout: Biotoxin Illness Survey Assessment**

## Week 45

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns (continued)
  - Infection and immune dysregulation
    - Case studies
    - Additional markers
    - Treatment

### PRACTICE MANAGEMENT

- Back-end systems
  - Collaboration and video conferencing
  - Getting help
    - **Clinician Handout: Sample Job Interview Questions**
    - **Clinician Handout: Health Coach Sample Job Description**
    - **Clinician Handout: Operations Specialist Sample Job Description**
    - **Clinician Handout: Patient Service Coordinator Sample Job Description**
    - **Clinician Handout: Practice Manager Sample Job Description**
    - **Clinician Handout: Special Projects Administrator Sample Job Description**

## Week 46

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Other blood chemistry patterns (continued)
  - Impaired methylation
    - Case studies
    - Additional markers
    - Treatment

### OPTIMIZING THE EXPOSOME

- Lifestyle
  - Resources for patients
    - Introduction
    - Hardware tools (e.g. Fitbit, iWatch, Withings scale, etc.)
      - Patient handout: Tools for Getting Healthy

- Websites and apps
  - Food/diet tracking
  - Physical activity
  - Sleep
  - Stress management/meditation
  - Behavior change
  - Food/products
    - Patient handout: Tools for Getting Healthy
    - Patient handout: Tools for Getting Healthy

## Week 47

### FUNCTIONAL MEDICINE: BLOOD CHEMISTRY

- Review Part 1
  - Bringing it all together
  - Full case studies with blood panels and history

### PRACTICE MANAGEMENT

- Back-end systems (continued)
  - Documentation
    - Working Procedure: How to Write a Procedure
    - Working Procedure: Acronym Cheat Sheet
    - Working Procedure: Chart Prep for Follow-up Appointments
    - Working Procedure: Add Pharmacies to Database
    - Working Procedure: Add Handouts
    - Working Procedure: Add Charges to the Database
    - Working Procedure: Upload Consents
    - Sample Strategic Objective
    - Sample Operating Principles

## Week 48

### FUNCTIONAL MEDICINE

- Blood Chemistry Review Part 2
  - Full case studies with blood panels and history
  - Wrap-up
- Full Course Review
  - Full Case Reviews Part I

## Week 49

### FUNCTIONAL MEDICINE

- Full Course Review
  - Full Case Reviews Part 2
  - Full Case Assignments Part 1

## Week 50

### FUNCTIONAL MEDICINE

- Full Course Review
  - Full Case Assignments Part 2

### PRACTICE MANAGEMENT

- Live Case Recordings

## Week 51

### FUNCTIONAL MEDICINE

- Full Course Review
  - ADAPT Practitioner Training Program Final Quiz

## Week 52: Break Week