

# CLIENT FOLDER CHECKLIST

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Please make sure to include all of the correct documents in each of your Client-Practitioner Folders, arranged in the following order from top to bottom on the left side and right side of the folder as shown below. For example, on the left side, the *Consultation Plan* should be on the very top, followed by the *Clinical Presentation Form* underneath, and then the *Recommendations Form* underneath that.

**Note:** Some of the documents listed below (e.g. the *Functional Evaluation Form*, *Re-Evaluation Form*, and *Nutri-Q Reports*) are not required for all four folder assignments. Please refer to the specific directions for each folder assignment in the *Assignment Guidelines* document.

## Left Side

- Consultation Plan\*
- Clinical Presentation Form\*
- Recommendations Form\*

## Right Side

- Re-Evaluation Form\*
- Functional Evaluation Form\*
- Nutri-Q Reports\*
- Symptom Burden Analysis Graph\*
- NAQ\*
- Food & Mood Journal\*
- Initial Interview Form
- Disclaimer

\*One for each visit, with the most recent form on top.