

**Review Module F1    Reports 1**  
**Level                                  Quantum Biofeedback Practitioner**

*Remember to record your hours and score for your IMUNE Qualification Application.*

No.	Lev	Question	Ans.
<b><i>General</i></b>			
1.	QBP	The client has a right to have a report from the test matrix.	
2.	QBP	If you are the health care professional you are the best person to select the appropriate information for the client.	
3.	QBP	A test report print out for the client will be illuminating for them.	
4.	QBP	A test report print out for the client may be confusing for them.	
5.	QBP	The client will be able to totally understand the print out from the report screen.	
6.	QBP	If the client asks for a full report for his/her medical doctor you should do this.	
7.	QBP	If the client asks for a full report for another natural health professional that the client sees, the client has this right.	
<b><i>Good options for a client report include:</i></b>			
8.	QBP	Every piece of information you know about the client from the system.	
9.	QBP	A full print out that they can give their doctor.	
10.	QBP	A description of their pathologies/diseases	
11.	QBP	A full print out with an explanation of the meaning of items.	
12.	QBP	The top complaints that the client has stated/ their consultation objectives	
13.	QBP	Definite risk areas for the client.	
14.	QBP	Possible risk aspects for the client.	
15.	QBP	Brief information about the results from the QXCI.	
16.	QBP	Brief information about QXCI therapies.	
17.	QBP	Brief information about the healing process and what may happen.	
18.	QBP	Clear instructions on circumstances that they should contact you under.	
19.	QBP	A positive statement about the client changes before and after the session that you have seen and that they have experienced	
20.	QBP	The program recommendation of the next visit time.	
21.	QBP	Your mutually agreed next appointment time.	
22.	QBP	Client current lifestyle stresses.	
23.	QBP	Suggestions for client lifestyle changes.	
24.	QBP	Agreed aspects that the client will try to change i.e. targets.	
25.	QBP	What you can offer to support these changes.	
26.	QBP	Simple handouts relating to general digestion, nutrition, drinking, foods as appropriate t the client	
27.	QBP	Simple education handouts relevant to their issue.	

28.	QBP	Brochures to give to those they know to help your marketing, if appropriate.	
<b><i>The Role of the Info Grid:</i></b>			
29.	QBP	The Info grid is the listing of the test items and scores	
30.	QBP	The Info grid is the turquoise box on the test screen	
<b><i>The Info Grid functions as:</i></b>			
31.	QBP	As clipboard for temporary storage of information pre report	
32.	QBP	Temporary storage location for information.	
33.	QBP	Contains all information on everything I've done.	
34.	QBP	Contains only the information I have added to it.	
35.	QBP	Is a necessary transit point for making reports.	
<b><i>If the Info Grid is not open then:</i></b>			
36.	QBP	All information will be added to it anyhow.	
37.	QBP	There is a danger that information may not be added to it.	
38.	QBP	When closing the test screen and re-entering the information added may be lost if the info grid is not left open	
<b><i>The possibilities for adding information to the Info Grid and thus for report include:</i></b>			
39.	QBP	Double clicking an item in any screen.	
40.	QBP	Double clicking an item in the test screen.	
41.	QBP	Dragging and dropping an item into the Info grid from the test screen.	
42.	QBP	Using the make report button in specialist screens.	
43.	QBP	Typing information into the Info grid.	
44.	QBP	Using add top significant items from the info drop down.	
45.	QBP	Using add bottom 100 significant items from the Test Matrix	
<b><i>To make a report I must:</i></b>			
46.	QBP	Click the print button on the info screen.	
47.	QBP	Use information dropdown then "make report"	
48.	QBP	After using the make report button the report is automatically saved and printed.	
49.	QBP	I must click Current Examination Report.	
50.	QBP	I must then click OK: Load the simple Info.	
51.	QBP	I can then choose to save the report.	
<b><i>Which forms can the report be saved in:</i></b>			
52.	QBP	An Excel spreadsheet.	
53.	QBP	An Access database.	
54.	QBP	A special format within the clasp programme.	
55.	QBP	A Word text (wordpad-notepad) file.	
<b><i>If the report is saved within clasp then:</i></b>			
56.	QBP	It can be accessed at any time.	
57.	QBP	It can be accessed without opening clasp.	
58.	QBP	Clasp must be opened, the do demographics, do access report.	
<b><i>Report formats and editability</i></b>			
59.	QBP	The report within clasp can be edited fully.	

60.	QBP	The report within clasp can be edited in a very limited way only.	
61.	QBP	The word text file report can be edited more extensively.	
62.	QBP	If the word text file is saved in a folder outside clasp it can then be opened from Microsoft Word, saved as a Word document and edited using the full editing facilities in Microsoft Word.	
<b>Report saved locations:</b>			
63.	QBP	The report made within clasp is saved in the clasp folder.	
64.	QBP	The word text report can be saved either within clasp or outside the clasp folder.	
65.	QBP	If the word text file is saved in a special location outside clasp it can be accessed at any time without opening clasp.	
<b>Data protection. In order to protect information from the client as process what security measures are possible:</b>			
66.	QBP	Saving the information within clasp and using a special password protection for access into the clasp programme.	
67.	QBP	Saving the report in a special folder outside clasp with the folder being access protected.	
68.	QBP	Saving the report as a Word text file outside clasp on a floppy disk, memory stick etc. and storing this in a secure location.	
<b>Form of report to client:</b>			
69.	QBP	It is sufficient to tell the client verbally all the information.	
70.	QBP	Simple is best.	
71.	QBP	It may be acceptable to provide a handwritten report to the client.	
72.	QBP	It may be acceptable to have one sheet with basic score boxes and hand write recommendations, keeping a carbon copy for yourself.	
73.	QBP	It may be acceptable to offer item above as an included option and charge extra for a formatted report.	
<b>Clients expect to take something away from technology. What can <u>safely</u> fulfil this desire?</b>			
74.	QBP	Full printout.	
75.	QBP	Handwritten report.	
<b>Which screens can produce a graphical report?</b>			
76.	QBP	Sarcodes Organ Chart.	
77.	QBP	Risk Profile.	
78.	QBP	Allergy.	
79.	QBP	Causes and Aggravations.	
80.	QBP	Emotion factors.	
<b>What sort of values do graphical reports contain?</b>			
81.	QBP	Coherence.	
82.	QBP	Rectified.	
83.	QBP	Resonance.	
84.	QBP	Reactivity- today's initial reaction to an energetic pattern	
<b>What is the danger of giving a Graphicon report to a client?</b>			
85.	QBP	They will understand it.	
86.	QBP	They won't understand it.	

87.	QBP	They may expect it to show a positive difference next test.	
88.	QBP	It may be hard to explain ups and downs next visit.	
<b><i>What do you need to explain to clients about the Graphicon:</i></b>			
89.	QBP	It is how they really are.	
90.	QBP	The values are reactions to active items.	
91.	QBP	The values are for right now.	
92.	QBP	The values represent chronic item.	
93.	QBP	The values are probably acute items.	
94.	QBP	The values are items that they have reacted to most today.	
95.	QBP	Many locations within the program have information which can be saved to a report for later placement in a report or retrieval in graphs	
96.	QBP	Load Chartmaker Color Reports is under Information in the Test Matrix as well as in the Check Current Rectification button on the Main Screen.	
97.	QBP	Within many locations of the program there are Report buttons, which allow information to be stored and then latter brought up in the Load Chartmaker Color Reports. At this point you can do a quick therapy on any of these graphs by using the Programs dropdown and Quick rectification of Current Screen	
98.	QBP	Load Chartmaker Color Reports panels has NO print button option because it is so dangerous to give your client any written information.	
<b><i>General</i></b>			
99.	QBP	In order to print a Report with your name and the clinics name you can change the default in the Report & Test Matrix	
100.	QBP	Reports and graphs are always safe to give to every client since knowledge is power	
101.	QBP	Using reports for your records may be helpful, giving them to the client who does not know how to interpret them can be a risk that you do not want to take	
102.	QBP	Many therapies have a 'Report' or 'Save to Report' button on the page, if you get into the habit of always clicking this then when you decide to utilize this information at the end of any therapy you can access the information. But if you have not saved it along the way it will not be available later to look at.	

***If a question or the answer is unclear please discuss with colleagues/your trainer. It will not be possible for IMUNE to respond to individuals for clarification. If after discussing as above clarification is required then please do contact [QBP@imune.net](mailto:QBP@imune.net).***