

New Med Spa Compliance Checklist

MedSpaBinder

Clinic _____ Opening date _____ Completed by _____

Rules differ by state. Confirm ownership, supervision and delegation rules with a healthcare attorney in your state.

Item	Done (Y / N)	Date	Owner	Where kept
Structure and supervision				
Ownership structure checked against state law				
Medical director agreement signed and dated				
Supervision or collaboration protocol for each NP / PA				
Delegation for each RN and injector, by treatment				
Standing orders signed by the medical director				
Good faith exam process: who does it, when, how recorded				
Licences and staff				
Every provider's licence verified, copy on file				
BLS cards on file for clinical staff, with expiry dates				
Treatment training and competency recorded per injector				
Malpractice insurance covering each provider and service				
OSHA				
Bloodborne pathogens exposure control plan				
Bloodborne pathogens training, with dates				
Hepatitis B vaccine offered; declinations signed				
Sharps containers and disposal arranged				
Hazard communication: chemical list and safety data sheets				
Medications and equipment				
Product accounts opened direct with manufacturers				
Medication fridge with min / max thermometer and log				
Inventory log with lot numbers for every injectable				
Emergency kit and protocols (hyaluronidase if using HA filler)				
Records				
Consent forms for every treatment				
Chart template with product, lot, units and sites				
Incident and complaint logs				
Privacy policies (check whether HIPAA applies)				
Reviewed by (initials)				

Reviewed by: _____ Date: _____ Next review: _____