At Moxie, compliance is a top priority for you and your MedSpa. Each state has its own healthcare regulations including those relating to Medical and Aesthetic practices. We’ve compiled into easy-to-follow checklists to use as an initial guide.

**ARIZONA COMPLIANCE CHECKLIST**

* **Non-MSO State:** Important to remember Arizona is a non-mso state meaning you can own your own medical spa. Still requires a medical director unless you are an NP with full practice authority.
* **Legal Entity:** Set up your legal entity.
	+ [Get started here](https://azcc.gov/corporations/ten-steps-to-starting-a-business-in-az) to set up your entity. LLC is the most common in Arizona.
		- Business Type (if asked) “Medical Aesthetic Services”
		- Once ready to file, [do so here (also part of the link above)](https://ecorp.azcc.gov/AzAccount?sessionExpired=False)
	+ Why LLC? This is because this entity will be acting as a non-healthcare manager of the PC. Consult with your accountant on individual tax objectives.
* **EIN Completion:** [Complete your EIN here](https://irs.ein-taxid-usa.com/?keyword=ein%20irs&source=Google&adAccount=255-850-9668&network=g&device=c&devicemodel=&mobile=&campaign=20973754685&matchType=e&a=fdav&gad_source=1&gclid=CjwKCAiAopuvBhBCEiwAm8jaMXzLm6hxiCPxbxjjva7LoyfYfIwLxK9dk_kV7IeP3x1eRDdKIx7MyRoCviEQAvD_BwE) per your entity type
* **DBA:** File for your DBA (assumed business name) **\*Only if your MedSpa name is different than your legal entity name**
	+ 1. Complete the online filing process: [click here to start](https://apps.azsos.gov/Business_Services/tnt_name_availability_instructions.htm)
		- LLC Name = your MSO name
		- Do **not** use “Aesthetics, Botox, or Moxie” in your DBA name
	+ **Newspaper Public Notice**: Some counties in Arizona also require you to publish notice of your statement in a local newspaper. Please call your county office to inquire if this is required
* **Prescriptive Delegation & Collaboration (NPs & PAs)**:
	+ - **NPs:** Standard NP <> MD Collab agreement
		- **PAs:** Each PA must have a [Prescribing Authority Form](https://www.azpa.gov/FormsIndex/FormsIndex) on file with the ARBoPA in order to prescribe. Visit the link above then scroll down to download the “prescribing authority - prescribing modification form” There will be no fee for filing this form. A PA can check his/her the profile at [www.azpa.gov](http://www.azpa.gov/) to verify that prescribing authority
* **Facility Laser Registration:** Each laser device must be registered with the Arizona Radiation Regulatory Agency. There are two forms that must be filled out.
	+ The Application for Registering Non-Ionizing Radiation Devices
	+ A Laser Registration Form for each laser in the facility
	+ [Forms and fees found here.](https://www.azdhs.gov/documents/licensing/radiation-regulatory/nir/new-registration.pdf)
* **Insurance:** You are required to carry malpractice and general liability insurance (included in all Vouch policies, our preferred insurance provider). For help with your Vouch policy, contact Cierra Ramou: cierra.ramos@vouch.us
* **Medical Waste**: If you conduct medical waste management activities, you should note how to dispose of it properly.
	+ Place all needles and syringes in a secured puncture proof plastic container with a screw-on lid (for example: a rigid detergent, bleach or fabric softener bottle). Clearly label the container "Non-Recyclable" and dispose of it in your trash container.
* **OSHA:** There are critical requirements that every MedSpa should follow when it comes to OSHA.
	+ [Understand OSHA here](https://americanmedspa.org/blog/osha-what-you-dont-know-can-hurt-you)
	+ Comply with the seven particular OSHA standards listed
	+ [Bloodborne Pathogens](https://www.cpr.io/courses/bloodborne-pathogens/?gad_source=1&gclid=CjwKCAiA1MCrBhAoEiwAC2d64d1qfY6Inb0vEp9QJdbcODCmgG1wGaCfGQ1uqwBUJwmuk83gp7Ge9RoCXxAQAvD_BwE) course Moxie recommends ($10 and valid for one year)
	+ If you have employees: Print out the [OSHA job safety and health poster](https://www.osha.gov/sites/default/files/osha3165-8514.pdf) for your MedSpa
* **Physical Signage:**
	+ Make sure a copy of any business and nursing license is posted in your MedSpa (we recommend in a hall on the way to the treatment room or where other notices are posted)
	+ We recommend posting your Medical Director’s information in your MedSpa: Name, License Type (MD), License #
	+ If you have employees: Print out the [AZ labor law poster state and federal combo](https://www.laborlawcc.com/arizona-labor-law-posters-state-and-federal-combo/) for employee and customer visibility and hang in your breakroom
	+ Post a discrimination law [sign](https://www.dol.gov/sites/dolgov/files/OFCCP/regs/compliance/posters/pdf/22-088_EEOC_KnowYourRights.pdf) within your MedSpa
* **Marketing & Advertising Guidance**
	+ Do not have any needles in any of your pictures. The Meta (owner of Facebook & Instagram) algorithm does not allow them
	+ Never ‘boost’ any images with needles, pharmaceutical products (inclusive of vials of Tox, botox, filler..), and before and afters
	+ Be sure to have signed photo waivers that allow you to use patient pictures for marketing that includes language around the patient waiving privacy (provided in Moxie Suite)
	+ Videos on websites must have closed captioning capability for ADA compliance
	+ Ads cannot be false or misleading. Ads that use models must say it’s a model
	+ Ads that use before or after photos must specify the treatment provided
* **Arizona Official & Governmental Resources**
	+ Medical Board of Arizona [Website Here](https://www.azmd.gov/)
	+ Nursing Board of Arizona [Website Here](https://www.azbn.gov/)

 This checklist is to be used as an initial guide and is not intended to be legal advice or relied upon. Please consult with a legal specialist licensed in your state. If you need a referral, let us know, we are happy to make a connection.