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.

**INDIANA COMPLIANCE CHECKLIST**

* **Non-MSO State:** Important to remember Indiana is a non-mso state meaning you can own your own medical spa. Still requires a medical director.
* **Legal Entity:** Set up your legal entity.
	+ [Get started here](https://inbiz.in.gov/business-filings/) to set up your entity. LLC is the most common in Indiana.
		- Business Type (if asked) “Medical Aesthetic Services or Personal Care”
		- Scroll down to “Register Now”
	+ 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.
* **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
* **Prescriptive Delegation & Collaboration (NPs & PAs)**:
	+ - **NPs:**
			* For prescriptive delegation purposes, you will need to file an application [online](https://mylicense.in.gov/eGov/index.html)
			* With that application, you can also submit your collaboration agreement (see below). Or you can email it separately.
			* [Collaboration Cover Sheet](https://www.in.gov/pla/files/CPA-Coversheet.pdf)
			* [Sample Collaborative Agreement](https://www.in.gov/pla/files/Collaborative-Agreement-Sample.pdf)
			* Can be emailed to: pla2@pla.in.gov
		- **PAs:** No special agreement, only facility agreement addition
		- **RNs:** [Collaboration Agreement Checklist](https://www.in.gov/pla/files/CPA-Checklist.pdf) if RN is collaborating with NP (NP is supervisor)
* **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 [IN labor law poster state and federal combo](https://www.laborlawcc.com/indiana-state-and-federal-poster-set/) 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
* **Indiana Official & Governmental Resources**
	+ Medical Board of Indiana [Website Here](https://www.in.gov/pla/professions/medical-physicians-and-osteopathic-physicians-home/medical-board/)
	+ Nursing Board of Indiana [Website Here](https://www.in.gov/pla/professions/nursing-home/nursing-board/)

 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.