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.

**VERMONT COMPLIANCE CHECKLIST**

* **Non-MSO State:** Important to remember Vermont 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://bizfilings.vermont.gov/online/Account?referrer=BF) to set up your entity. LLC is the most common in Vermont.
		- Business Type (if asked) “Medical Aesthetic Services”
* **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://bizfilings.vermont.gov/online/Account?referrer=BF)
	+ 2. To file by mail complete this form: [trade name (DBA) registration](https://d2l2jhoszs7d12.cloudfront.net/state/Vermont/Vermont%20Secretary%20of%20State/httpswww.sec.state.vt.us/CorporationsBusiness%20Services/Business%20%26%20Nonprofit%20Services/Trade%20Name%20%28DBA%29/tname-1_reg.pdf)
		- LLC Name = your MSO name
		- Do **not** use “Aesthetics, Botox, or Moxie” in your DBA name
	+ Print & mail application (If not filing online):
		- Vermont Secretary of State Corporations Division - 128 State Street Montpelier, VT 05633
* **License & Permits:** Montana doesn't require a general business license at the state level, but many cities and some counties require a general local business license or a license for specific occupations or industries
	+ *Check your county site to see if a business license is required/necessary.*
* **Prescriptive Delegation & Collaboration (PAs)**:
	+ - **NPs:** Standard NP <> MD collab agreement. Nothing to file with the state but please have a copy at your medspa.(Unless you have full practice authority)
		- **PAs:** Standard PA <> MD supervisory agreement. PAs in Vermont must file this agreement with the state of VT.
* **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 [VT labor law poster state and federal combo](https://stateandfederalposter.com/products/vermont-state-and-federal-labor-law-poster-2024?_pos=2&_sid=b09b276d5&_ss=r&variant=46422367371583&gad_source=1&gclid=Cj0KCQjwq_G1BhCSARIsACc7NxqsUc-VQrRBiflTeLUtJkpdreSTq8wBxLy9vMZ1EaMsBm1_wS2eAN0aAjCkEALw_wcB) 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
* **Vermont Official & Governmental Resources**
	+ Medical Board of Vermont [Website Here](https://www.healthvermont.gov/systems/board-medical-practice)
	+ Nursing Board of Vermont [Website Here](https://sos.vermont.gov/nursing/)

 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.