



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.

WASHINGTON STATE COMPLIANCE CHECKLIST

- Legal Entity:** Set up your legal entity.
 - [Get started here](#) to set up your entity. LLC is the most common in Washington State.
 - Business Type (if asked) Medical Aesthetic Services or Personal Care
 - 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.
 - Since a DBA is required, make sure your LLC name is different from what you plan to “do business as”. *Example: LLC “Moxie LLC” // DBA “Moxie Aesthetics”*
- DBA:** File for your DBA (assumed business name) ***Must be filed under PC Name**
 - Complete the online filing process: [click here to start](#). Scroll down to “register a trade name with My DOR”
 - LLC Name = your MSO name
 - Corporation Filing = Moxie PC
 - Do **not** use “Aesthetics, Botox, or Moxie” in your DBA name
- Prescriptive Delegation & Collaboration Requirements (NPs & PAs):**
 - **NPs:** Standard NP <> MP collaboration agreement unless NP has full practice authority and own their own MedSpa
 - **PAs:**
 - A written [practice agreement \(template\)](#) completed by you and your MD is required to have at your facility. Use [this online portal](#) to complete & file your practice agreement with the WA Medical Commission.
 - Must apply to MQAC (Medical Quality Assurance Commission) for authorization to operate at a “remote site.” from an MD. Their [contact info is here](#) for any assistance.
- RN Service Exclusion List**
 - Weight Loss
 - Lasers
 - ****Unless you have an MD or NP on-site during these services but Moxie requires proof of this. Otherwise you cannot offer these services.**
- 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 Ramos: cierra.ramos@vouch.us
- Medical Waste:** If you conduct medical waste management activities, you should note how to dispose of it properly.

- Sharps or syringes are not considered household hazardous waste and should be disposed of with regular trash pick up. Sharps should be placed in a puncture-resistant hard plastic or metal container.
- Close the container with its original lid and secure with heavy duty tape. Place the tightly sealed container in a paper bag and discard it with your household trash. Do not place it with your recyclables.
- OSHA:** There are critical requirements that every MedSpa should follow when it comes to OSHA.
 - [Understand OSHA here](#)
 - Comply with the seven particular OSHA standards listed
 - [Bloodborne Pathogens](#) course Moxie recommends (\$10 and valid for one year)
 - If you have employees: Print out the [OSHA job safety and health poster](#) for your MedSpa
- Physical Signage:**
 - Make sure a copy of any business license 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 [WA Labor Law Poster](#) for employee and customer visibility and hang in your breakroom
 - Post a discrimination law [sign](#) 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.
 - 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
- Washington State Official & Governmental Resources**
 - Medical Board of Washington State [Website Here](#)
 - Nursing Board of Washington State [Website Here](#)

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.