



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.

WEST VIRGINIA COMPLIANCE CHECKLIST

- MSO:** MSO/PC structure required. Please talk to your onboarding manager about Moxie Medical Hub PC.
- Legal Entity:** Set up your legal entity.
 - [Get started here](#) to set up your entity. LLC is the most common in West Virginia.
 - 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](#) per your entity type
- BOI E-Filing Requirement:** Required after your legal entity is set up as of January 1, 2024. No fee for this. [See instructions here for completion](#). Very easy to follow and should take 10 minutes!
- DBA: You need this if your MedSpa name is different from your LLC name. A DBA is not required under Moxie PC.**
 - File for your DBA (Trade Name)
 - 1. Complete the online filing process: [Application for Trade Name \(DBA\)](#)
 - Do **not** use “Botox” or “Moxie” in your DBA name
 - Once completed, print completed application along with the customer order request and mail to:
 - Mail to Business Service Centers (listed on page 2 in the application linked above)
- Business License:** Before engaging in business activity, every individual or business entity must obtain a WV business registration certificate.
 - File your application online
 - [Business for WV Website](#)
 - File your application by mail
 - [WV New Business Registration Application](#)
 - **Mail to:** WEST VIRGINIA STATE TAX DEPARTMENT TAX ACCOUNT ADMINISTRATION DIVISION REGISTRATION & ACCOUNT CORRECTION UNIT PO BOX 2666 CHARLESTON WV 25330-2666
- Prescriptive Delegation & Collaboration (NPs & PAs):**
 - **NPs:** Standard NP <> MD Collab agreement. Nothing to file with the state but please have a copy at your medspa.
 - **PAs:** Standard PA <> MD Collab agreement. Nothing to file with the state but please have a copy at your medspa.
- Sales Tax (on retail products)**

- **MSO State (MSO/PC structure):** The PC owner is responsible for paying the state all sales tax owed from the retail you sell. We suggest quarterly collections.
 - ****If under Moxie PC,** Moxie pays the states but will collect quarterly through a standard Moxie invoice. Do NOT create a sales tax account, this will cause state issues. Moxie will update your Sales Tax rate on retail products when they are added to your Moxie Suite.
- 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 what is required when it comes to rules of disposal.
 - [Disposing of Sharps, Syringes, and Other Related Waste](#)
 - [Active Medical Waste Facilities](#)
- 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 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 [WV labor law poster state and federal combo](#) for employee and customer visibility and hang in the breakroom
 - Post a discrimination law [sign](#) within your MedSpa
- Certificate of Occupancy (if applicable):** This is required when you are completing a buildout. Please request this from your landlord.
- 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
- West Virginia Official & Governmental Resources**

- Medical Board of West Virginia [Website Here](#)
- Nursing Board of West Virginia [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.