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.

**WISCONSIN COMPLIANCE CHECKLIST**

* **Legal Entity:** Set up your legal entity.
	+ [Get started here](https://onestop.wi.gov/Home/NewStart) to set up your entity. LLC is the most common in Wisconsin.
		- Business Type (if asked) Medical Aesthetic Services or Personal Care
		- Do **not** use “Aesthetics, Botox, or Moxie” in your LLC name
	+ 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 a DBA (assumed business name) **\*Must be filed under PC Name**
	+ 1. Complete the online filing process: [click here to start](https://onestop.wi.gov/Home/NewStart)
		- DBA Name = your LLC name
		- Corporation Filing = [Insert Full PC Name]
		- Do **not** use “Aesthetics, Botox, or Moxie” in your DBA name
* **Prescriptive Delegation & Collaboration Requirements (NPs & PAs)**: No online prescriptive delegation is required
	+ - **NPs:** Standard NP collab agreement with MD
		- **PAs:**
			* Standard PA collab agreement with MD
			* MD should complete collab in WI medical board portal
* **Insurance:** You are required to carry malpractice and general liability insurance (included in all Vouch policies, our preferred insurance provider). For help with yourVouch 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](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
* **HIPPA Training:** A good way to make sure you are taking the appropriate steps for your business is by educating yourself about HIPAA (if you aren’t already). Moxie recommends training to be completed but this is your choice.
	+ [HIPAATraining.com](https://www.hipaatraining.com/hipaa-training-for-healthcare-providers) ($29.99 per 1.5h course, certification for 2 years)
	+ [HIPAA by ProTrainings.com](https://www.protrainings.com/en/courses/hipaa/general) ($29.95 per <1h course, certification for 1 year)
* **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 [WI Labor Law Poster](https://www.laborlawcc.com/wisconsin-labor-law-posters-state-and-federal-combo/) for employee and customer visibility and hang it 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.
	+ 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
* **Wisconsin Official & Governmental Resources**
	+ Medical Board of Wisconsin [Website Here](https://dsps.wi.gov/pages/BoardsCouncils/MEB/Default.aspx)
	+ Nursing Board of Wisconsin [Website Here](https://dsps.wi.gov/pages/BoardsCouncils/Nursing/Default.aspx)

 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.