

Compliance Package Table of Contents

*New

What Is Included?

01. Adverse Event Management Decision Trees

- a. Acute Infection Biofilm
- b. Antibody Mediated Edema
- c. Herpes
- d. Inflammatory Nodule
- e. Intravascular Incident (VO)
- f. Kybella Intravascular Accident
- g. Non-Inflammatory Nodule
- h. Retinal Occlusion

02. B12

- a. Policy for Standard Administration
- b. Patient Consent
- c. Supply List
- d. Pre/Post Care

03. Cannabis

- a. Cannabis FAQ
- b. NH State application
- c. NHDS-3026
- d. Therapeutic Cannabis Program Outline
- e. NH written Certification

04. CO₂ Laser (Facial, Body, and Vaginal)

- a. Policy for Standard Administration (Facial/Body and Vaginal)
- b. Patient Consent
- c. Supply List
- d. Pre/Post Care
- e. Nitrous Oxide Consent

05. CoolSculpting

- a. Patient Consent
- b. Photo Consent
- c. Treatment Sheet
- d. Pre/Post Care

06. CoolTone

- a. Patient Consent
- b. Photo Consent
- c. Treatment Sheet
- d. Pre/Post Care

07. Cryotherapy

- a. Policy for Standard Administration
- b. Patient Consent
- c. Pre/Post Care

08.Dermal Filler

- a. Policy for Standard Administration
- b. Patient Consent
- c. Supply List
- d. Pre/Post Care
- e. Hyaluronidase Consent
- f. Radiesse Consent
- g. VO Policy
- h. VO protocol

09.Dermaplane

- a. Policy for Standard Administration
- b. Patient Consent
- c. Supply List

10. Diamond Glow

- a. Resource Manual
- b. Consent

11. Elos Plus System (DSL Motif, PL/SRA/SR, LV/LVA, Sublative RF, Sublime)

- a. Policy for Standard Administration
- b. Patient Consent
- c. Treatment Sheet
- d. Patient Laser History
- e. Pre/Post Care

12. Employee Paperwork

- a. Employee Handbook
- b. Noncompete/nondisclosure/non-solicitation forms
- c. I9
- d. W4
- e. Paychex Direct Deposit Form
- f. Interview Format
- g. Interview Evaluation
- h. Reference Request Letter
- i. Standard Office Safety Policy Manual
- j. Data Breach Policy
- k. Privacy policy
- l. Employment Offer Letter
- m. Emergency Contact Form
- n. Job Description
 - i. Aesthetician
 - ii. Guest Relations
 - iii. Executive Administrator
 - iv. Nurse Injector

- o. Equipment Agreement if Applicable
 - p. Social Media Account Policy
 - q. Job Application
 - r. Monthly Evaluations
 - i. Clinical
 - ii. Non-clinical
 - s. Employment Agreement
 - t. Phone Scripts
 - u. New Employee Checklist
 - v. Continuing Education Form
 - w. Incident Report
 - x. Termination Guidelines
 - y. Separation Meeting
 - z. Employee Exit Interview
 - aa. Fire Policy
 - bb. Quality Assurance Check list
- 13. HydraFacial**
- a. Patient Consent
 - b. User Manual
 - c. Order Form
- 14. Kybella**
- a. Policy for Standard Administration
 - b. Patient Consent
 - c. Supply List
 - d. Pre/Post Care
 - e. Flowchart for Intravascular Accident Management with Kybella
- 15. Local Anesthesia**
- a. Policy for Standard Administration
 - b. Patient Consent
 - c. Supply List
- 16. Matrix**
- a. Policy for Standard Administration
 - b. Patient Consent
 - c. Supply List
 - d. Pre/Post Care
 - e. Matrix Quick Reference Guide
 - f. User Manual
- 17. Membership Programs**
- a. Concierge Medical
 - b. Weight loss
 - c. Spa
- 18. Microneedling/Collagen Induction Therapy**
- a. Policy for Standard Administration
 - b. Patient Consent

- c. Supply List
- d. Pre/Post Care

19. Neurotoxin

- a. Policy for Standard Administration
- b. Patient Consent
- c. Supply List
- d. Pre/Post Care
- e. Botox Appointment email

20. Nordlys

- a. Frax Patient Consent
- b. IPL Patient Consent
- c. Laser Medical History
- d. Nordlys Treatment Guidelines
- e. Nordlys User Manual
- f. Eyewear Table
- g. Inservice
- h. Clinical Fast Track Guidelines
- i. Fitzpatrick Scale
- j. Light N Bright Consent

21. Nutrient Therapy (IV Therapy, Myers Cocktail)

- a. Policy for Standard Administration
- b. Patient Consent
- c. Pre/Post Care

22. Patient Forms

- a. Aesthetic New Patient History
- b. Aesthetic Wishlist
- c. Cancellation/Refund Policy
- d. Fitzpatrick Skin Scale
- e. Medical Letter Template
- f. Membership Contract
- g. HIPAA Privacy Policy
- h. Photo Consent
- i. Release of Records
- j. Refund and Release from Practice

23. PICC Line access

- a. Policy for Standard Administration

24. Platelet Rich Plasma (PRP/ Growth Factor Rejuvenation) for Face, Hair, Vaginal

- a. Patient Consent (PRP/ PRP Facelift/Vaginal)
- b. Pre/post Care (PRP/PRP Facelift/Vaginal)
- c. Administration Policy
- d. Supply List

25. Pronox

- a. Patient Consent
- b. Treatment Manual

26. Radiesse

- a. Policy for Standard Administration
- b. Patient Consent
- c. Pre/Post Care
- d. **Supply List**

27. Radio Frequency Microneedling (Profound)

- a. Policy for Standard Administration
- b. Patient Consent
- c. Supply List
- d. Pre/Post Care
- e. Profound In-Service Instructions
- f. Profound User Manual
- g. Profound Treatment Record
- h. Toxic Dose Calculator

28. Quality Assurance

- a. Quality Assurance Checklist

29. Sculptra

- a. Policy for Standard Administration
- b. Consent
- c. **Pre/Post Instructions**

30. Safety Data Sheets

31. Sclerotherapy

- a. Treatment Sheet
- b. Policy for Standard Administration
- c. Patient Consent
- d. Supply List
- e. Pre/Post Care

32. Sculptra

- a. Treatment Sheet
- b. Policy for Standard Administration
- c. Patient Consent
- d. Pre/Post Care
- e. **Supply List**

33. Semaglutide (Wegovy)

- a. Policy for Standard Administration
- b. Patient Consent
- c. Compounding Pharmacy Vendor Information
- d. Monthly Membership Contract for Clients
- e. Medical History Intake Form for Primary Consultation
- f. What is Semaglutide
- g. **Semaglutide Dosing Directions**

34. Skin Growth Removal + Subcision

- a. Pre/Post Care for Skin Growth Removal
- b. Patient Consent Skin Growth Removal
- c. Subcision Consent

35. Standard Operating Policies (Lives in Employee Forms)

- a. Acute or Infectious Communicable Diseases
- b. Adverse Consequences and Medication-Related Problems
- c. Allergic Reaction
- d. Autoclave Sterilization
- e. Bloodborne Pathogens Occupational Exposure
- f. Bomb Threat Procedure
- g. Chemical Inventory
- h. Contaminated Needlestick HIV/HIB Awareness
- i. Controlled Substances
- j. Discarding and Destroying Medications
- k. Disposal of Blades, Glass, Needles, Sharps, and Syringes
- l. Drug Recalls
- m. Earthquake Safety Procedure
- n. Emergency Procedure/Transfer Protocol
- o. Fire Safety Procedure
- p. Germicides Used In Facility
- q. Hand Wash Hygiene
- r. Handling of Biohazard Wastes
- s. Identifying and Managing Medication Errors and Adverse Consequences
- t. Incident Reports
- u. Infection Control Introduction
- v. Infection Control Program
- w. Infection Log
- x. Infectious Disease Program
- y. Injection Technique
- z. Labeling of Medication Containers
- aa. Linen
- bb. Medication Administration
- cc. Medication Charting
- dd. Medication Storage
- ee. Patient Transfer Form
- ff. Record Keeping
- gg. Security
- hh. Sharps Injury Policies
- ii. Spor-Test or Attest
- jj. Sterile Packs
- kk. Substance Abuse
- ll. Traffic Control
- mm. Treatment Rooms
- nn. Universal Precautions Policy
- oo. Wound Infections

36. User Manuals Included For (Lives within each device or treatment category)

- a. CoolSculpting
- b. Core

- c. Elos Plus
- d. Hydrafacial
- e. Profound RF
- f. Matrix RF
- g. Nitrous Oxide
- h. Nordlys

37. Vascular Occlusion

- a. Vascular Occlusion Policy (Lives in Dermal Filler Folder)
- b. Hyaluronidase (Hyalenex) Patient Consent (Lives in Dermal Filler Folder)
- c. Tara's Complete Doctoral Dissertation regarding Vascular Occlusion

38. Vendor List

39. Zo Skincare Protocols and Chemical Peels

- a. 3 Step Peel Consent
- b. Zo Chemical Peel Policy for Standard Administration
- c. Supply List
- d. Pre/Post care

Within each Standard Administration Policy is the following key items:

- Purpose
- Setting
- Supervision
- Record Keeping
- Training and Education
- Evaluation and Competency
- Authorized Personnel Documentation
- Limitations
- *System Operation if applicable
- Procedural Steps
- Pre & Post Treatment
- Development of Plan

Within each Treatment Consent is the following key items:

- About the Procedure
- Contraindications
- Limitations
- Pregnancy, Neurological, Allergies
- Pre/Post Care
- Photographs
- Payment
- Results
- Consent to treatment
- Additional signature page to have the patient resign every time they are treated