

TABLE OF CONTENTS

MISSION STATEMENT

PATIENT PACKET

1. Patient Intake
2. Medical History Questionnaire
3. Good Faith Exam Form
4. Skin Type Assessment
5. Release of Patient Photographs
6. Client E-mail/Texting Informed Consent Form
7. Notice of Privacy Practices
8. Acknowledgment of HIPAA Notice & Disclosure of Privacy Limitations
9. Acknowledgment Form
10. Notice of Patient Rights
11. Notice of Patient Responsibilities
12. Medical Records Release
13. Financial Policy and Agreement

INFORMED CONSENT DOCUMENTS

1. Belotero
2. Botulinum Toxin (Botox, Dysport & Xeomin)
3. Hyaluronidase Injections (Vitrase & Hylenx)
4. Juvéderm (Juvéderm Ultra, Ultra Plus, Voluma, & Volbella)
5. Kybella
6. Latisse
7. Microneedling

8. O-Shot
9. PRP
10. Radiesse
11. Restalyne
12. Sculptra
13. PDO Threads
14. P-Shot
15. IV Hydration
16. Cryotherapy
17. Bellafill
18. Coolsculpt
19. IPL
20. Radio Frequency (Cultera truSculpt)
21. Laser Resurfacing/Tattoo Removal
22. Dermaplaning
23. Chemical Peel
24. Laser Skin resurfacing
25. Radio Frequency and Microneedling
26. Laser Vein Removal
27. Laser Hair Removal
28. Sclerotherapy of Varicose and Spider Veins
29. Numbing Cream
30. Revanesse Versa
31. Mint Threads
32. Hydrafacial
33. Microblading (Permanent Make-Up)
34. Semaglutide

35. Exosome
36. IV Therapy Injection – Hangover
37. IV Therapy Injection – Immune Boost
38. IV Therapy Injection – Hydration
39. IV Therapy Injection – Workout Recovery
40. IV Therapy Injection – Flu & Illness
41. IV Therapy Injection – NAD + Infusions
42. IV Hydration Therapy – Vitamin C Drip
43. IV Hydration Therapy – High Dose Vitamin C Drip
44. IV Hydration Therapy – Myers' Cocktail
45. Glutathione IV
46. Intramuscular Injection – Glutathione IV
47. TriLift Treatment
48. Lumenis Stellar M22 IPL Treatment
49. Q-Switch Treatment
50. Intravenous {IV} Therapy Treatment

PRE AND POST TREATMENT INSTRUCTIONS

1. Soft Tissue Filler
2. Botulinum Toxin
3. Kybella
4. Microneedling and MicroNeedling with PRP
5. Laser Treatments
6. O-Shot
7. Nova Threads
8. P-Shot
9. IPL
10. PRP-Hair
11. Hyaluronidase
12. Bellafill

13. Chemical Peel

MANUFACTURER'S PRODUCT INFORMATION

1. Belotero
2. Botox
3. Dysport
4. Hyaluronidase Vitrase
5. Juvederm
6. Kybella
7. Latisse
8. Radiesse
9. Radiesse Plus
10. Restalyne
11. Sculptra
12. Volbella
13. Voluma
14. Xeomin
15. Nova Threads
16. Revanesse Versa

STANDARD POLICIES/INFECTION CONTROL/OFFICE SAFETY POLICY

Infection Control Introduction	1
Infection Control Program	2
Infectious Disease Program:	2
Universal Precautions Policy	4
Hand Scrub Technique	5
Treatment Rooms	7
Chemical Inventory	8
Germicides Used In Facility	9

Disposal of Blades, Glass, Needles, Sharps, and Syringes	10
Traffic Control	11
Handling of Biohazardous Wastes	12
Bloodborne Pathogens Occupational Exposure	13
Wound Infections	15
Acute or Infectious Communicable Diseases	16
Autoclave Sterilization	17
Spor-Test or Attest	20
Infection Log	21
Sterile Packs	22
Linen	23
Emergency Procedure/Transfer Protocol	27
Patient Transfer Form	28
Allergic Reaction	29
Incident Reports	30
Sharps Injury Policies	31
Contaminated Needle Stick HIV/HIB Awareness	32
Impaired Healthcare Provider	34
Office Safety	36
Fire Safety Procedure	38
Earthquake Safety Procedure	39
Bomb Threat Procedure	41
Security	42
Record Keeping	43
Administering Medications	44
Adverse Consequences and Medication-Related Problems	46
Controlled Substances	47
Discarding and Destroying Medications	48
Drug Recalls	49
Identifying and Managing Medication Errors and Adverse Consequences	50
Labeling of Medication Containers	51
Medication Charting	52
Storage of Medications	53

Performing Injections54

LASER SAFETY MANUAL

Section 1.0 Introduction1

Section 2.0 Responsibilities2

2.1 Laser Safety Committee – Office of Safety and Risk Management2

2.2 Supervisors/ Laser Safety Officer (LSO) 2

2.3 Laser User: 2

Section 3.0 Laser Classification.2

Section 4.0 Laser Acquisition, Transfer, and Disposal. 3

4.1 Acquisition3

4.2 Transfer3

4.3 Disposal3

Section 5.0 Control Measure3

5.1 Class 1, 2, & 3R Laser Systems3

5.2 Control Area Requirements4

5.3 Engineering Controls4

5.4 Administrative and Procedural Controls5

Section 6.0 Protective Equipment6

6.1 Personal Protective Equipment6

6.2 Facility Window Protection7

6.3 Laser Protective Barriers and Curtains7

Section 7.0 Warning Signs and Equipment Labels7

7.1 Warning Signs8

7.2 Equipment Label8

7.3 Labeling of Protective Equipment8

Section 8.0 Training8

Section 9.0 Non-Beam Hazards9
Section 10.0 Special Considerations10
Section 11.0 Laser Accidents11
11.1 Accident Investigation11
Section 12.0 Record-Keeping11
Section 13.0 Definitions11

STANDARD OPERATING PROCEDURES FOR ALLIED HEALTH CARE PROFESSIONALS

Standardized Procedures

Contaminated Needle Stick HIV/HIB Awareness Protocol

Allergic/Adverse Reactions

Administration of Medication for Respective Clinical Indications

Filler Crash Kit

Administration of Botulinum Toxins (Botox /Dysport/ Xeomin)

Dental Nerve Block

Administration of Hyaluronic Acid, Juvederm, Voluma, Perlane, Restylane, Belotero

Administration of Kybella (Deoxycholic Acid)

Microneedling

Application and Removal of Topical Anesthetic

Administration of PRP (Platelet Rich Plasma)

Vampire Facelift

Administration of Radiesse

Administration of Sculptra

Administration of O-Shot Using PRP (Platelet Rich Plasma)

Novathreads

Application of Latisse

Spider, Reticular and Varicose Veins

Sclerotherapy

Intravenous Therapy

QUALITY ASSURANCE DOCUMENTS