



Injector Start Up Guide

Injector Onboarding and Compliance Checklist

This checklist outlines the basic business milestones you must complete to onboard fully and remain compliant with the Medical Director and Injector Agreement at Square One Health Management Systems (SOHMS).

1. Initial Training & Certification

- ☐ **Complete Training:** Attend and complete training on all medical aesthetic procedures you plan to offer (e.g., Botox, fillers, IV therapy).
- ☐ **Receive Certification:** Obtain necessary certifications for all treatments you will administer.
- ☐ **Document Training Completion:** Ensure your training completion is recorded and validated by the Medical Director Team.

2. Documentation & Agreements

- ☐ **Sign Medical Director Agreement:** Review and sign the Medical Director and Injector Agreement with Dr. Juan M. Garcia.
- ☐ **Obtain Good Faith Exam (GFE) Links:** Ensure access to and understanding of GFE procedures for all new patients.
- ☐ **Prepare Patient Consent & Medical History Forms:** Ensure you have access to all necessary consent and medical history forms ready for clients before treatment.
- ☐ **Set Up “Errors and Omissions” Insurance:** Secure liability insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage.
- ☐ **Upload Legal Documents:** SOHSM Requires: Injector Certificate, Current BLS Certificate, Current Errors and Omissions Insurance. We will keep you informed with any other documents required for compliance with the agreement.

3. SOHMS Electronic Platform Setup

- ☐ **Access the SOHMS Web Platform:** SOHMS will create an account and help you familiarize yourself with the platform for scheduling and charting procedures.
- ☐ **Ensure Charting Compliance:** Document all procedures (e.g., Botox, fillers, IV therapy) in the SOHMS platform, following **the charting protocols** for each treatment.
- ☐ **GFE Documentation:** Ensure that all GFEs are documented in the platform before treatments.



4. Product Purchasing

- ☐ **Approved Purchase Process:** Purchase injectables and supplies only using the SOHSM ordering link.
- ☐ **Review Product Compliance:** Confirm that all products used are FDA-approved to maintain compliance and liability coverage.
- ☐ **Lot Number and Exp Date:** Review your Lot Number and Exp Date

5. HIPAA Compliance

- ☐ **HIPAA Training:** Ensure you have completed training in HIPAA regulations to protect patient confidentiality.
- ☐ **Secure Medical Records:** Keep all patient records and charting within the SOHMS platform to comply with HIPAA guidelines.

6. Fees & Payments

- ☐ **Set Up Payment Method:** Provide a valid credit card for monthly membership fees (Injector: \$250/month, Nurse Injector: \$375/month, Spas/Clinics: \$500 or \$1,000/month).
- ☐ **Good Faith Exam Fees:** Be aware of the \$25 GFE fee for each new patient. Ensure GFEs are conducted and recorded for all new clients.
- ☐ **Electronic SOHSM Charting System:** Be aware of the \$50 Monthly Subscription fee access to the Electronic Charting System.
- ☐ **Monitor Payments:** Ensure your payment method remains valid. Update payment information within 24 hours if a charge is declined to avoid membership termination.

7. Branding & Compliance

- ☐ **Wear Name Tag:** Ensure you wear a visible name tag when providing services to clients.
- ☐ **Obtain Client Consent:** Ensure all clients sign a treatment consent form and complete the Medical History Form prior to receiving any procedures.
- ☐ **Follow Approved Protocols:** Only administer treatments for which you have been trained and for which written protocols have been provided.

8. Emergency Protocols



- ☐ **Establish Emergency Contacts:** Ensure you know how to contact the Medical Director in case of emergencies or adverse outcomes during treatments.
- ☐ **Co-Signature Protocol:** Ensure the SOHSM Team reviews and co-signs each procedure documented in the platform for compliance.

9. Regular Compliance Checks

- ☐ **Monthly Review:** Regularly review your compliance with SOHMS guidelines, including charting, product use, and insurance coverage.
- ☐ **Stay Informed:** Keep updated with any changes in state regulations or SOHMS protocols that may affect your practice.

By completing each item on this checklist, you will be fully onboarded and compliant with the SOHMS system, ensuring a smooth and legally sound operation of your aesthetic business.