NOTE: It is *strongly recommended* that applicants review our Certification Standards for the full list of standards assessed during review in order to be certified.

Medical Spa Certification Application Checklist

Welcome to the LegitScript Medical Spa application checklist! We are thrilled to accompany you on your journey towards LegitScript Healthcare Certification. Our Medical Spa application checklist is meant to provide medical spas with a clear understanding of the compliance review process. We believe that achieving certification should be a positive and empowering experience, reflecting your dedication to maintaining the highest standards in healthcare. As you navigate through the checklist, remember that we are here to help and support you. We highly encourage you to review our Certification Standards, Terms & Conditions, and program FAQs for a comprehensive understanding of our requirements.

Any questions that you may have regarding our certification program and review process can be directed to our team at certification@legitscript.com. Thank you for choosing to embark on this journey with us – we look forward to supporting you every step of the way!

Licensure and Registration

- ☐ Please be sure to include your active Secretary of State filing number on the Business Registration tab of the LegitScript licensure template.
- ☐ Be prepared to provide license information for all licensed professionals providing services to your patients, including Doctors (MD, DO), Nurse Practitioners, Physician Assistants, Nurses, and any other licensed medical professional serving patients.
- ☐ If you are domiciled in or serving a jurisdiction that requires a Medical Spa-specific license, please be ready to provide this information.
- ☐ Prescribing/dispensing controlled substances? Please upload a copy of your DEA Certificate(s).
- ☐ If you are participating in physician dispensing, please be sure to include the name and applicable license information for the entity from which you are sourcing medications. Additionally, please be ready to provide any licensure that may be required in your jurisdiction(s) for participating in physician dispensing.

Legal Compliance

- [ ] Please ensure all advertising claims and marketing content are supported by medical research, are transparent, and are in line with current FDA guidelines.
    - [ ] Common offerings with more stringent advertising guidelines include, but are not limited to, claims related to NAD+, hyperbaric oxygen therapy, and advertising hormone replacement therapy for increased muscle mass.
- [ ] Subject to discipline within the last five years? Please have evidence/documentation to support discipline resolutions. Please reference our Terms & Conditions for examples of Disciplinary Action.
    - [ ] Please be aware that while an FDA Form 483 and/or inspection report are not considered to be disciplinary action, this information must be provided if your business has received these forms where observations were made by regulatory bodies that required corrective action.
- [ ] Ensure your website features a U.S. HIPAA-compliant (or country-specific) privacy policy, or have one ready for our review if you do not have an online presence.
- [ ] Does your business utilize standing orders for any patient services? If so, please be prepared to demonstrate how this practice is compliant in the jurisdiction(s) you serve.
- [ ] If you are providing mobile services, please be prepared to provide information on how these services are compliant in the jurisdiction(s) you serve.
- [ ] If you provide telehealth services, please fill out all applicable information within our telemedicine template.

Patient Services

- [ ] Have you ensured that your products and services are up-to-date with regulatory requirements, and that you are not offering prohibited services or impermissible products?
    - [ ] Common barriers to certification include, but are not limited to, offering steroids for bodybuilding purposes, hCG for weight loss, stem cell/exosome therapy, and ozone therapy.
- [ ] Are you offering any compounded products or services? If so, please be prepared to demonstrate compliance with such products/offerings.

Transparency

- [ ] Is your website still under development or expecting updates? Please prepare wireframes or screenshots for our review and inform us of the expected timeline for completion.
- [ ] If applicable, please create a test patient account and provide us with a username and password to access your patient/client portal.

Affiliates

- [ ] Ensure that all affiliates or affiliations with your business are compliant and operating legally. This includes, but is not limited to: co-owned businesses of the business' owners or principals, supplying wholesalers or distributors, partner pharmacies/provider networks, and marketing or promotional partners.
    - [ ] Common barriers include, but are not limited to: affiliations with the sale of ingestible CBD products, the sale of unapproved drugs (for example: impermissible peptides or bulk drug substances), or affiliates with severe disciplinary history.
- [ ] Remember that applicable business models utilized/promoted on the submitted domain must also be certified, per our Terms & Conditions.

Partner Pharmacy Requirements

- [ ] Did you know that all partner pharmacies are **required** to be certified through LegitScript or be NABP-accredited?
    - [ ] A partner pharmacy is defined as a pharmacy utilized by an applying entity to fulfill and/or dispense prescription medication orders to/for patients of the applying entity.
- [ ] Have you searched for and verified your partner pharmacy's LegitScript Certification status here? Is your partner pharmacy LegitScript "Certified" or "Legitimate?"
    - [ ] If yes, great! Please be ready to present evidence of the partnership, or have the pharmacy representative email us to confirm your affiliation.
    - [ ] If not, please confirm they are ready and willing to apply for their own certification.
        - [ ] Pharmacies and medical providers partnered with applying merchants who are not LegitScript-certified must submit their own application for LegitScript certification within sixty days after the applicant's own certification, should they achieve it. Please note that the outcome of their compliance review may affect your own certification, if there is an active partnership. For more information surrounding the healthcare application process, see here.
- [ ] Do you offer IV infusion and/or IV vitamin therapy? Please be sure to provide us with the name(s) of all pharmacies that compound and/or supply these offerings.

Questions? Email our team at certification@legitscript.com