

## **Checklist of Recommendations for Acupuncture Practices:**

\*this is only a partial list of recommendations

- ✓ Patient information brochure
- ✓ Financial policy- payment, missed or canceled appointments, etc.
- ✓ Withdrawal from care policy/process
- ✓ Patient feedback and complaint resolution
- ✓ Process for responding to records requests
- ✓ Process for in-office emergencies
- ✓ [HIPAA](#)- security and privacy policies, annual security assessments
- ✓ Consent- initial consent to treatment, special consent forms
- ✓ Quality improvement process- review records and processes, consider peer group
- ✓ [Culture of safety](#)- empower all providers and staff to speak up for patient safety
- ✓ Failure Modes and Effects Analysis ([FMEA](#))- prospective risk management
- ✓ Root Cause Analysis ([RCA](#))- retrospective risk management

## **California Acupuncture Statutes:**

CA Acupuncture Board- [Laws and Regulations Relating to the Practice of Acupuncture \(2024\)](#)

[Business & Professions Code §4925-4979](#)- Acupuncture Licensure Act of California

- Business & Professions Code §4937: Acupuncture scope of practice

[California Code of Regulations, Title 16 - Professional and Vocational Regulations, Division 13.7 - Acupuncture](#)

- Article 5- Standards of Practice

## **Acupuncture Resources and Organizations:**

California Acupuncture Board ([www.dca.ca.gov/acup](http://www.dca.ca.gov/acup))

American Association of Oriental Medicine ([www.aaom.org](http://www.aaom.org))

California Association of Acupuncture and Oriental Medicine ([www.caaom.org](http://www.caaom.org))

California State Oriental Medical Association ([www.csoma.com](http://www.csoma.com))

California Acupuncture & Traditional Medicine Association ([www.calatma.org](http://www.calatma.org))