

## Site Inspection Mandatory Requirements

- Office must have its own wash room and entrance
- Fax required and computer recommended
- Acupuncture license posted
- Consultation and exam room privacy
- Exam/treatment room(s): At least one room must afford adequate patient privacy
- Blood pressure cuff and stethoscope
- Hand washing facilities
- Disposable needles with proper disposal techniques
- Regularly scheduled office hours per week: Minimum of 20 hrs/week
- Emergency care: provisions of appointment: Can be provided within 2 hours of the call
- No more than 20 patients per day per acupuncturist
- Telephone coverage when office is not open
- 24 hour answering service: beeper or answering machine
- Average length of time between date of call and date of appointment
  - Urgent: within 24 hours
  - Non-urgent: within 5 days
- Average length of time in waiting room: 15 minutes or less
- Walk-in patient triage: Immediate triage to determine severity and urgency
- Provision of appointment for non-urgent walk-in patients: First available
- Provision of appointment for urgent walk-in patients: Triaged immediately

In addition to the above mandatory requirements, there are other standards considered for membership