

Business Name			
Location / Address		Completed by:	

For “No” and “N/A” answers, please provide a comment.

	Guideline	Yes	No	N/A	Comments
Location	Name and address visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Clearly labeled professional signage, no ad hoc paper signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Location suitable for medical office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Guideline	Yes	No	N/A	Comments
Parking Lot	Adequate parking available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Handicapped parking accessible with easy access to office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Guideline	Yes	No	N/A	Comments
Clinic	Handicapped accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Facility identified as a medical facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fire doors, exits, and extinguishers clearly marked. Smoke detectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Halls free of clutter. Areas neat, clean and sanitary, free of dust, debris, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Facility provides for the privacy necessary to conduct examinations and discuss medical issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Food handled and eaten in separate area from patients / workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Medical records stored in a confidential manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Medical records transported in a secure manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff has received appropriate training re: confidentiality of medical records and information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Guideline	Yes	No	N/A	Comments
Waiting Room	Adequate number of chairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Area neat and clean, free of dust, floor covering clean, furniture not soiled or inappropriate (portable, folding chairs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Receptionist or staff available to greet injured workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Guideline	Yes	No	N/A	Comments
Restroom	Handicapped accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Neat and clean, free of dust and debris, convenient, appropriately stocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Guideline	Yes	No	N/A	Comments
Exam Rooms	Exam rooms ensure patient/worker privacy. Room has door and functioning window coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Handicapped accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Hand washing or antibacterial dispensers in all exam rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Adequate equipment and lighting for exam type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Meets standards of medical hygiene. Patient care equipment separated from used or dirty. Process for cleaning exam rooms demonstrated or verbalized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sterile monofilaments for sensory testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Gloves and gowns available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Area floor and surfaces free of dust and debris. Furniture in good repair without tears, cracks, not taped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WAC 296-23-317 (4)

(f) Comply with all federal, state, and local laws, regulations, and other requirements with regard to business operations including specific requirements for any business operations for the provision of medical services.

(h) Ensure that examinations are conducted in a facility primarily designated as a professional office for medical, dental, podiatric, chiropractic or psychiatric examinations where the primary use of the facility is for medical services. The facility must not be residential, commercial, educational or retail in nature. The facility must be clean, sanitary and provide adequate access, climate control, light, space, and equipment. The facility must provide for the comfort and safety of the worker and for the privacy necessary to conduct examinations and discuss medical issues. Providers must have a private disrobing area and adequate provision of examination gowns if disrobing is required.