

# Office Compliance Checklist

Optometrists Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Chapter 10. Professional responsibility.**

### **10.2. Lease of premises from mercantile establishment.**

Pass/Fail

(a) In order to safeguard the visual welfare of the public and the doctor-patient relationship, fix professional responsibility, establish standards of professional surroundings, more nearly secure to the patient the optometrist's or therapeutic optometrist's undivided loyalty and service, and carry out the prohibitions of this Rule against placing an optometric or therapeutic optometric license in the service or at the disposal of unlicensed persons. No optometrist or therapeutically certified optometrist shall conduct his profession in a room or part of a room in or on the premises where commercial or mercantile establishment is the primary business being conducted.

Pass/Fail

(b) The practice must be owned by a Mississippi-licensed optometrist or therapeutic optometrist. Every phase of the practice and the leased premises shall be under the exclusive control of a Mississippi-licensed optometrist or therapeutic optometrist.

Pass/Fail

(c) The prescription files and all business records of the practice shall be the sole property of the optometrist or therapeutic optometrist and free from involvement with the mercantile establishment or any unlicensed person.

Pass/Fail

(d) The lease space shall be definite and apart from the space occupied by other occupants of the premises. It shall be separated from space used by other occupants of the premises by solid, opaque partitions or walls from floor to ceiling. Railings, curtains, doors (locked or unlocked), and other similar arrangements are not sufficient to comply with this requirement.

Pass/Fail

- (e) The lease space shall have a patient's entrance opening on a public street, hall, lobby, corridor, or other public thoroughfare. The aisle of a mercantile establishment does not comply with this requirement.

Pass/Fail

- (f) No phase of the optometrist's or therapeutic optometrist's practice shall be conducted as a department or concession of the mercantile establishment; and there shall be no legends or signs such as "Optical Department, " "Optometrical Department, " or others of similar import, displayed on any part of the premises or in any advertising.

Pass/Fail

- (g) The optometrist or therapeutic optometrist shall not permit his name or his practice to be directly or indirectly used in connection with the mercantile establishment in any advertising, displays, signs, or in any other manner.

Pass/ Fail

- (h) All credit accounts for patients shall be established with the optometrist or therapeutic optometrist and not the credit department of the mercantile establishment. However, nothing in this subsection prevents the optometrist or therapeutic optometrist from thereafter selling, transferring, or assigning any such account.

### **10.3. Relationships of optometrists and therapeutic optometrists with dispensing opticians.**

Pass/Fail

- (b) If an optometrist or therapeutic optometrist occupies space for the practice of optometry or therapeutic optometry in a building or premises in which any person, firm, or corporation engages in the business of a dispensing optician, the space occupied by the optometrist or therapeutic optometrist shall be separated from the space occupied by the dispensing optician by solid partitions or walls from floor to ceiling. The space occupied by the optometrist or therapeutic optometrist shall have a patient's entrance opening on a public street, hall, lobby, corridor, or other public thoroughfare.

### **10.4. Ownership of records.**

Pass/Fail

- (a) No optometrist shall permit ownership of his prescription files, patient records, and business records, by any individual or entity other than himself.

**10.5. Other Provisions.**

No optometrist shall enter into an arrangement:

Pass/Fail

- (a) allowing, permitting, encouraging, forbearing, or condoning any advertisement, including those placed in a newspaper, magazine, brochure, flier, telephone directory, or on television or radio, which implies or suggests that the licensed practitioner is professionally associated or affiliated with an entity which itself is not a licensed practitioner;

Pass/Fail

- (b) occupying or otherwise using professional office space in any manner which does not clearly and sufficiently indicate to the public that his/her practice of optometry is independent of and not associated or affiliated with an entity which itself is not a licensed practitioner;

Pass/Fail

- (d) failing to have a telephone listing and number that is separate and distinct from that of an entity which itself is not a licensed practitioner;

Pass/Fail

- (e) answering the telephone, or allowing the telephone to be answered, in a manner that does not clearly and distinctly identify his/her independent optometric practice, or in a manner that implies or suggests that the licensed practitioner is professionally associated or affiliated with an entity which itself is not a licensed practitioner;

**10.6. Confidentiality.**

Pass/Fail

- (b) Patient Records; Transfer or Death of Optometrist.
  - (1) An optometrist shall maintain full and independent responsibility and control over all records relating to his/her patients and his/her optometric practice. All such records shall remain confidential except as otherwise provided by law and shall be maintained by the optometrist in compliance with Section (a) above. For the purposes of this rule, “maintain full and independent responsibility and control” means that the records shall be maintained in the optometrist’s office or solely in the possession of the optometrist, and that the optometrist shall not share, delegate, or relinquish either possession of the records or his/her responsibility or control over those records with or to any entity which is not itself an optometrist.

**10.8 Specific guarantee prohibited.**

Pass/Fail

No deceptive, false or misleading guarantee or claim of curative results or professional abilities shall be made by any optometrist related to his professional services or any ophthalmic material.

**10.9 Proper use of the title Doctor and O.D. degree designation.**

Pass/Fail

No registered optometrist when using the doctor title shall qualify it in any other way than by the use of the “Optometrist” or “Therapeutic Optometrist”. He may, however, when not using the prefix, use after his/her name the “O.D.” degree designation.

**10.11 Signs on office doors, windows and buildings.**

Pass/Fail

The name of each optometrist practicing at each main or branch office shall be clearly posted in public view on or near each entrance used by the public or in each public waiting facility of such location.

**Chapter 11. Standards.**

**11.1 Adequate Examination.**

Pass/Fail

(a) In order to insure an adequate examination of a patient for whom an optometrist or therapeutic optometrist prescribes contact lenses, in the initial examination of the patient, the optometrist or therapeutic optometrist shall make and record, if possible, the following findings of the condition of the patient:

- (1) case history (ocular, physical, occupational, and other pertinent information);
- (2) visual acuity;
- (3) biomicroscopy slit lamp examination (lids, cornea, sclera, etc.);
- (4) internal ophthalmoscopic examination (media, fundus, etc.);
- (5) static retinoscopy, O.D., O.S., or autorefractor;
- (6) subjective findings, far point and near point;
- (7) assessment of binocular function;
- (8) amplitude or range of accommodation;
- (9) tonometry;
- (10) angle of vision, to right and to left.

Pass/Fail

- (b) In addition, the optometrist or therapeutic optometrist shall perform and record keratometry testing.

Pass/Fail

- (c) At a minimum, the optometrist or therapeutic optometrist must schedule one follow-up visit for examination within 30 days of the contact lens fitting, and must inform the patient on the initial visit regarding the requirement of the follow-up care.

## **11.2. Standards for office.**

### **List of equipment**

Pass/Fail

Every optometrist practicing his profession in this State must have available in his office for examination of the human eye the following minimum equipment to-wit: An Ophthalmoscope, a retinoscope; an Ophthalmometer or Keratometer and a Refractor, or a trial frame with trial case auxiliary prisms and lenses, test objects of Steropsis and fusion charts for distance and near visual acuity, Pseudoisochromatic charts for color vision, Tangent screen or Perimeter, Tonometer and a Biomicroscope (slit lamp). Every such examination must be made in an optometric office, and in a room of such office used exclusively for the practice of optometry. Provided that if a person desiring optometric services informs an optometrist that by reason of sickness or other cause he or she is confined to his or her place of abode, said optometrist may make said examination at the place of abode of said person. Provided, further, that said optometrist must have available at said place of abode for said examination the following minimum equipment, to-wit: An Ophthalmoscope, a Retinoscope, a suitable astigmatic test and a reliable trial frame and lenses adequate for determining proper diagnosis.

**\*Note – Rule 4(b) will not be enforced because the Board office contact information is available on our web-site at [www.msoptometry.org](http://www.msoptometry.org)**