

Rules of Department of Economic Development

Division 70—State Board of Chiropractic Examiners Chapter 2—General Rules

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 70—State Board of
Chiropractic Examiners
Chapter 2—General Rules**

4 CSR 70-2.010 Definition of the Practice of Chiropractic

(Rescinded November 11, 1982)

State ex rel. Gibson v. Missouri Board of Chiropractic Examiners (A), 365 SW2d 773 (Mo. App. 1963). Ear drops, vitamins and pills prescribed and administered by a chiropractor are "medicine", the use of which is illegal and constitutes sufficient ground for revocation of chiropractic license. It is well known that many medicines are obtainable by the public without the necessity of having a prescription, and the fact that an item is obtainable by the public without prescription does not mean that it is not medicine or drug, the prescription and administration of which by a chiropractor is illegal. (Overturned by *Grogan et al. v. Hays et al.*, 639 SW2d 875 (Mo. App. 1982) and Senate Bill 520, 1980.)

Op. Atty. Gen. No. 56, Frappier (9-12-72). Chiropractor has authority to diagnose for the limited purpose of determining whether the particular treatment which s/he may legally render to a patient is proper treatment for the disease from which the patient is suffering. Chiropractor is permitted to take and evaluate for diagnostic purposes only X-rays of the human spinal column and other parts of the human body for the limited purpose of determining whether the disease or ailment is one s/he can treat and to determine the proper treatment.

Op. Atty. Gen. No. 239, Holt (11-10-70). Statutory provisions relating to the practice of professional physical therapy do not enlarge the scope of chiropractic practice to include the use of therapeutic devices. A person who performs professional physical therapy as described in section 334.500, RSMo (1969), not under the direction of a licensed physician, is practicing medicine in violation of section 334.010, RSMo (1969) regardless of whether s/he is a professional physical therapist or an unlicensed person. A chiropractor in describing him/herself to the public must do so by calling him/herself a doctor of chiropractic if s/he uses the prefix "Doctor" or "Dr" and in describing him/herself to the public may not insert the words "physiotherapy" or "physical therapy" after the word chiropractic so as to read "chiropractic physiotherapy" or "chiropractic physical therapy" (Withdrawn 6-14-84.)

Op. Atty. Gen. No. 55, Holt (3-18-69). That part of rule 16.4(b) (now 1 CSR 20-5.020) of the Personnel Advisory Board which provides that only physicians may verify certificates of sick leave for state employee is invalid, and to carry out the intention of the legislature the rule should also provide that a chiropractor is legally qualified to verify the certificate required for sick leave resulting from an illness s/he is legally authorized to treat.

Op. Atty. Gen. No. 148, Akers (5-2-68). A doctor of chiropractic is not a physician within the meaning of section 331.010, RSMo (1959). (Superseded by change of laws *City of St. Ann, et al. v. George D. Crump (A)*, 607 SW2d 706 (1980) and H.B. 667, 1987.)

Op. Atty. Gen. No. 32, Geekie (3-10-53). A licensed chiropractor is not permitted to employ physical therapy generally, this therapy including among other things the use of electrical or mechanical devices, except, however, section 331.010, RSMo (1949) does allow using that part of physical therapy involving manipulation of the spine by hand; chiropractors may use X-rays only to take and interpret such as an aid in diagnosis. Chiropractors cannot suggest, which is orally prescribing, vitamins for patients or advise with regard to patients' diets. A chiropractor must use the term Doctor of Chiropractic or the letters D.C. after his/her name in describing him/herself to the public if s/he uses the prefix "Doctor" or "Dr." before his/her name. (Withdrawn 6-14-84.)

4 CSR 70-2.020 Diagnostic Procedures and Instruments

PURPOSE: This rule outlines the diagnostic procedures and instruments that may be used by a doctor of chiropractic in discharging his/her duty to his/her patients.

(1) The board will approve a diagnostic procedure or instrument only after the board determines that the diagnostic procedure or instrument has a sound scientific basis and is commonly taught by approved chiropractic colleges.

(2) Those diagnostic procedures presently approved by the board include, but are not limited to:

(A) Physical Examination.

1. Inspection, including the use of instrumentation such as an ophthalmoscope, otoscope, tongue-depressor, tape measure, thermometer, percussion hammer, pinwheel, sphygmometer, proctoscope, nervoscope, neurocalometer, neurodermagraph, elec-

tromyograph, heartometer, phonocardiograph, electrocardiograph, spirometer, vitalor, visual acuity charts, weight measurement scales, dermathermagraph, vasculizer, and routine orthopedic and neurologic procedures.

2. Palpation.

3. Auscultation, including the use of a stethoscope, tuning forks, audiograph and phonocardiograph;

(B) Radiographic Examination.

1. Motionless diagnostic X-ray study.

2. Fluoroscopy.

3. Cineradiography;

(C) Laboratory Examination.

1. Blood specimen.

2. Urine specimen.

3. Fecal specimen.

4. Sputum specimen; and

(D) Muscle testing with strength and endurance curves during isometric or isokinetic exercise, or both, mechanized or computerized evaluation with printout.

AUTHORITY: section 331.010, RSMo (1986).* This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Amended: Filed July 5, 1978, effective Oct. 13, 1978. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed April 18, 1989, effective July 13, 1989.

*Original authority 1939, amended 1969, 1982.

State ex rel. Gibson v. Missouri Board of Chiropractic Examiners (A), 365 SW2d 773 (Mo. App. 1963). Ear drops, vitamins and pills prescribed and administered by a chiropractor are "medicine", such use of which is illegal and constitutes sufficient ground for revocation of chiropractic license. It is well known that many medicines are obtainable by the public without the necessity of having a prescription, and the fact that an item is obtainable by the public without prescription does not mean that it is not medicine or a drug, the prescription and administration of which by a chiropractor is illegal. (Overturned by *Grogan et al. v. Hays et al.*, 639 SW2d 875 (Mo. App. 1982) and Senate Bill 520, 1980.)

Op. Atty. Gen. No. 56, Frappier (9-12-72). Chiropractor is permitted to take and evaluate for diagnostic purposes only X-rays of the human spinal column and other parts of the human body for the limited purpose of determining whether the disease or ailment is one s/he can treat and to determine the proper treatment. Chiropractors are prohibited from employing any diagnostic tests or procedures which involve operative surgery or the administration or injection of any drug or medicine.

Similarly proscribed are any procedures which are exclusively reserved to the fields of obstetrics, osteopathy, surgery or medicine.

Op. Atty. Gen. No. 239, Holt (11-10-70). Statutory provisions relating to the practice of professional physical therapy do not enlarge the scope of chiropractic practice to include the use of therapeutic devices. Licensed doctor of chiropractic is prohibited from prescribing and administering vitamins and food supplements to his/her patients. A person who performs professional physical therapy as described in section 334.500, RSMo (1969) not under the direction of a licensed physician is practicing medicine in violation of section 334.010, RSMo (1969) regardless of whether s/he is a professional physical therapist or an unlicensed person. Even though a chiropractor does not hold him/herself out as a professional or licensed physical therapist, s/he may not utilize physical therapy devices in his/her professional services. Booths at chiropractic conventions by vitamin, food supplement, ultrasound, diathermy, colon irrigator or other therapeutic device manufacturers and the holding of seminars and the mailing of literature to chiropractors for the promotion of such items is not in violation of Chapter 331, RSMo (1969) and section 561.660, RSMo (1969). (Withdrawn 6-14-84.)

Op. Atty. Gen. No. 32, Geekie (3-10-53). A licensed chiropractor is not permitted to employ physical therapy generally such therapy including among other things the use of electrical or mechanical devices, except, however, section 331.010, RSMo (1949) does allow using that part of physical therapy involving manipulation of the spine by hand; chiropractors may use X-rays only to take and interpret such as an aid in diagnosis. Chiropractors cannot suggest, which is orally prescribing, vitamins for patients or advise with regard to patients diet. (Withdrawn 6-14-84.)

4 CSR 70-2.025 Use of X-rays

PURPOSE: This rule advises chiropractic physicians concerning the use of X rays and overutilization.

(1) A chiropractic physician shall not overutilize or otherwise improperly use ionizing radiation. In order to avoid overutilization of ionizing radiation, a chiropractic physician shall observe the following guidelines:

(A) Routine radiography of any patient shall not be performed without due regard for clinical need;

(B) Any offer or advertising of free X-rays to actual or potential patients shall be accompanied by the statement—"if necessary" and

(C) Repeat radiographic evaluation of the patient shall not be undertaken without significant observable clinical indication, as determined by the treating chiropractic physician. The significant observable indication required by this subsection shall not apply to reevaluations of the spinal subluxation complex. The spinal subluxation complex is determined to be a significant observable indication.

(2) The licensee must register the X-ray equipment with the Bureau of Radiological Health, Missouri Department of Health, P.O. Box 570, Jefferson City, MO 65102, (314) 751-6083 every two (2) years.

(3) The licensee must maintain X-ray equipment in compliance with state rules of the Missouri Department of Health.

(4) Violation of this rule is considered unprofessional conduct and is grounds for disciplinary action.

AUTHORITY: section 331.100.2., RSMo (1986). * Original rule filed April 16, 1990, effective June 30, 1990. Amended: Filed Feb. 4, 1991, effective July 8, 1991.

*Original authority 1939, amended 1949, 1969, 1980, 1981.

4 CSR 70-2.030 Adjunctive Procedures

PURPOSE: This rule outlines adjunctive procedures that may be used by doctors of chiropractic.

(1) Those adjunctive chiropractic procedures presently approved by the board include, but are not limited to:

- (A) Heat and heat-producing devices;
- (B) Ice and cooling packs;
- (C) Extension therapy; or
- (D) Therapeutic exercise, muscle therapy, reflex techniques, and postural and structural supports.

AUTHORITY: section 331.010, RSMo (1986). * This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Amended: Filed July 5, 1978, effective Oct. 13, 1978. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982.

*Original authority 1939, amended 1969, 1982.

State ex rel. Gibson v. Missouri Board of Chiropractic Examiners (A), 365 SW2d 773 (Mo. App. 1963). Ear drops, vitamins and pills prescribed and administered by a chiro-

practor are "medicine", such use of which is illegal and constitutes sufficient ground for revocation of chiropractic license. It is well known that many medicines are obtainable by the public without the necessity of having a prescription, and the fact that an item is obtainable by the public without prescription does not mean that it is not medicine or a drug, the prescription and administration of which by a chiropractor is illegal. (Overturned by *Grogan et al. v. Hays et al.*, 639 SW2d 875 (Mo. App. 1982) and Senate Bill 520, 1980.)

Op. Atty. Gen. No. 56, Frappier (9-12-72). Chiropractor is permitted to take and evaluate for diagnostic purposes only X-rays of the human spinal column and other parts of the human body for the limited purpose of determining whether the disease or ailment is one s/he can treat and to determine the proper treatment. Chiropractors are prohibited from employing any diagnostic tests or procedures which involve operative surgery or the administration or injection of any drug or medicine. Similarly proscribed are any procedures which are exclusively reserved to the fields of obstetrics, osteopathy, surgery or medicine.

Op. Atty. Gen. No. 239, Holt (11-10-70). Statutory provisions relating to the practice of professional physical therapy do not enlarge the scope of chiropractic practice to include the use of therapeutic devices. Licensed doctor of chiropractic is prohibited from prescribing and administering vitamins and food supplements to his/her patients. A person who performs professional physical therapy as described in section 334.500, RSMo (1969) not under the direction of a licensed physician is practicing medicine in violation of section 334.010, RSMo (1969) regardless of whether s/he is a professional physical therapist or an unlicensed person. Even though a chiropractor does not hold him/herself out as a professional or licensed physical therapist, s/he may not utilize physical therapy devices in his/her professional services. Booths at chiropractic conventions by vitamin, food supplement, ultrasound, diathermy, colon irrigator or other therapeutic device manufacturers and the holding of seminars and the mailing of literature to chiropractors for the promotion of such items is not in violation of Chapter 331, RSMo (1969) and section 561.660, RSMo (1969). (Withdrawn 6-14-84.)

4 CSR 70-2.031 Meridian Therapy/Acupressure/Acupuncture

PURPOSE: This rule sets out the acceptable qualifications, procedures and continuing education requirements for the use of meridian therapy/acupressure/acupuncture (in this rule Meridian Therapy) by Missouri licensed chiropractors.

(1) When used in the rules of the board, the terms Meridian Therapy or acupressure or acupuncture shall mean methods of diagnosing and the treatment of a patient by stimulating specific points on or within the body by various methods including, but not limited to, manipulation, heat, cold, pressure, vibration, ultrasound, light, electrocurrent and short-needle insertion for the purpose of obtaining a biopositive reflex response by nerve stimulation.

(2) Acceptable practice and use of Meridian Therapy shall be limited to those methods and procedures that are commonly taught in chiropractic colleges having status with the Council on Chiropractic Education or are methods or procedures which have been approved by the board.

(3) In order to ensure that the public health and safety are protected and to maintain high standards of trust and confidence in the chiropractic profession and ensure the proper conduct of the chiropractic practice involving the use of Meridian Therapy, the requirements contained in this rule must be met prior to one engaging in therapeutic procedures or announcing the availability of therapeutic procedures to the public.

(A) Each licensee seeking to provide Meridian Therapy in any of its aspects shall obtain a certificate from the board, which shall indicate that the licensee has complied with the provisions of this rule and has met the minimum standards contained in this rule. The application for a certificate shall be on a form provided by the board.

(B) In addition to the other information required to be provided on the application, each applicant shall certify to the board that s/he has either—1) successfully completed at least one hundred (100) hours' training, of undergraduate or postgraduate or a combination of each, in the use and administration of Meridian Therapy, which training was presented by a college of chiropractic having status with the Council on Chiropractic Education or 2) successfully completed at least one hundred (100) hours' training in the use and administration of Meridian Therapy in a course of study approved by the board.

(C) In order to maintain a valid certificate in Meridian Therapy, a licensee who holds a certificate at the time of making his/her license renewal must certify annually to the board that s/he has completed a minimum of twelve (12) hours of postgraduate training, approved by the board, in Meridian Therapy.

(D) If a licensee allows his/her certification to lapse, the certification may be reactivated up to three (3) years after it has lapsed upon the presentation to the board of twelve (12) hours of postgraduate study in Meridian Therapy, acupuncture or acupressure for each year the certification was inactive or a maximum of thirty-six (36) hours. The postgraduate study must be a course approved by the board.

(E) If a licensee allows his/her certification to lapse for more than three (3) years the licensee shall comply with the requirements of subsection (3)(B) of this rule, providing the hours were not used to obtain the original certification.

(4) Any licensee who shall advertise or announce to the public in any communication or solicitation that s/he engages in or provides Meridian Therapy in any of its aspects without having first complied with this rule shall be deemed to have engaged in false, misleading or deceptive advertising.

(5) Sterilization of Nondisposable Needles and Disposition of Disposable Needles.

(A) Where nondisposable needles are used for acupuncture, the needles must be sterilized by—

1. Autoclave;
2. Dry heat sterilization; or
3. Ethylene oxide sterilization in accordance with directions of the manufacturer.

(B) Needles must be individually packaged for each patient. The individually packaged needles must either be discarded following patient treatment or sterilized according to the methods of sterilization listed in subsection (5)(A) when nondisposable needles are used.

(C) Needles must be disposed of according to Missouri and federal laws regarding disposal of infectious waste. In addition, all needles must be placed in rigid, leakproof and puncture resistant containers and sealed before disposal pursuant to 10 CSR 80-7.010. Noncorrosive needles must be used.

*AUTHORITY: section 331.100.2., RSMo (1986). * Original rule filed Jan. 5, 1987, effective April 11, 1987. Amended: Filed March 4, 1994, effective Aug. 8, 1994.*

**Original authority 1939, amended 1949, 1969, 1980, 1981.*



MISSOURI STATE BOARD OF CHIROPRACTIC EXAMINERS
**APPLICATION FOR CERTIFICATION IN
MERIDIAN THERAPY/ACUPRESSURE/ACUPUNCTURE**

FEE PAID? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE
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INSTRUCTIONS

All information requested on this application must be **typewritten** or **printed**. Must be legible.
If more room is needed for any item below, attach a separate sheet of paper.

I hereby apply for a certification to practice Meridian Therapy/Acupressure/Acupuncture in the state of Missouri, and submit for consideration the following proofs as required by the Missouri laws governing the practice of Chiropractic, and by the Rules of the State Board of Chiropractic Examiners of Missouri.

1. NAME (PRINT NAME IN FULL, INCLUDING MIDDLE NAME AND MAIDEN NAME)	SOCIAL SECURITY NO.
2. PRESENT ADDRESS	TELEPHONE NO.
3. ARE YOU CURRENTLY LICENSED TO PRACTICE CHIROPRACTIC IN MISSOURI? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES ▶	LICENSE NUMBER
4. LIST OTHER STATES WHERE YOU ARE CURRENTLY LICENSED OR HAVE BEEN.	<input type="checkbox"/> NONE
5. HAVE YOU HAD ANY COMPLAINTS FILED AGAINST YOU IN ANY STATE? (IF YES, EXPLAIN WHERE AND THE NATURE OF THE COMPLAINT.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. HAVE YOU EVER VOLUNTARILY SURRENDERED A STATE LICENSE? (IF SO, STATE REASONS)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. LIST ANY PROBATION, SUSPENSION OR REVOCATION OF YOUR CHIROPRACTIC LICENSE IN ANY OTHER STATE.	<input type="checkbox"/> NONE
8. HAVE YOU EVER BEEN CHARGED, ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE, OR CONVICTED OF ANY CRIMINAL OFFENSE(S) IN MISSOURI, OR IN ANOTHER STATE, OR IN FEDERAL COURT (OTHER THAN MINOR TRAFFIC VIOLATIONS)? IF YES, ATTACH EXPLANATION STATING DATE AND PLACE OF CHARGE, PLEAS OR CONVICTION(S) AND THE NATURE OF SUCH OFFENSE(S).	<input type="checkbox"/> YES <input type="checkbox"/> NO

I hereby certify that I have met one or both of the following conditions for certification:

1. Successfully completed at least one hundred (100) hours of training, of undergraduate or postgraduate or a combination of each, in the use and administration of Meridian Therapy, which training was presented by a college of chiropractic having status with the Council on Chiropractic education or
2. Successfully completed at least one hundred (100) hours training in the use and administration of Meridian Therapy in a course of study approved by the board.

I further understand that in order to MAINTAIN a valid certificate in Meridian Therapy, I must annually, at the time of making my license renewal, submit proof to the board that I have completed a minimum of twelve (12) hours of postgraduate training, acceptable to the board, in Meridian Therapy.

Missouri Statutes 565.060 - False Official Statements. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a Class B misdemeanor.	SIGNATURE OF APPLICANT	DATE
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MO 419-1359 (3-87)

4 CSR 70-2.033 Manipulation Under Anesthesia

PURPOSE: This rule is to advise chiropractic physicians when they may perform manipulation under anesthesia.

(1) The Missouri State Board of Chiropractic Examiners places the following restrictions on chiropractic physicians who engage in the practice of chiropractic while the consumer of the chiropractic service is under anesthesia.

(2) A chiropractic physician may not engage in the practice of chiropractic while the consumer of the chiropractic service is under anesthesia, unless:

(A) The manipulation under anesthesia (MUA) is performed at a facility that is licensed by the Missouri Department of Health—Bureau of Hospital Licensing and Certification and approved by one (1) of the following: Joint Commission on Accreditation of Healthcare Organizations (JCAHO), American Osteopathic Association (AOA), Accreditation Association of Ambulatory Health Care (AAAHC), or Medicare; and

(B) The anesthetic, sedative or other drug is administered to the consumer by a licensed medical doctor or doctor of osteopathy who is a board-eligible or board-certified anesthesiologist or under the direct supervision of that professional; and

(C) The chiropractic physician has completed a certification course in MUA of not less than twenty-four (24) didactic academic hours and completed six (6) proctored MUA procedure as part of the certification course. The MUA certification course must be sponsored by a chiropractic college accredited by the Council of Chiropractic Education (CCE); and

(D) The chiropractic physician follows the appropriate protocol as adopted by rule by the Missouri State Board of Chiropractic Examiners; and

(E) The consumer of chiropractic service MUA has been evaluated by a medical doctor or doctor of osteopathy, who is familiar with MUA, prior to the MUA procedure who approves the procedure and the administration of the anesthesia.

(3) A chiropractic physician who violates this rule is guilty of unprofessional conduct in the practice of chiropractic.

(4) Nothing in this rule shall be construed as the require a facility licensed by the Missouri Department of Health—Bureau of Hospital Licensing and Certification or approved by the JCAHO, AOA or AAAHC to grant allied

hospital privileges to a chiropractic physician.

AUTHORITY: section 331.100.2, RSMo 1986.* Original rule filed March 4, 1994, effective Oct. 30, 1994.

*Original authority 1939, amended 1949, 1969, 1980, 1981.

4 CSR 70-2.040 Application for Licensure

PURPOSE: This rule states where to secure an application and how to complete the application and documentation required to accompany the application form provided by the executive director.

(1) Application for licensure shall be made on the application form provided by the board.

(2) Application forms may be obtained by writing the board's executive director at 3605 Missouri Boulevard, P.O. Box 672, Jefferson City, MO 65102-0672. A copy of the applicable statutory provisions and rules governing the practice of chiropractic shall be provided with the application.

(3) How to Complete the Application.

(A) All information requested on the application shall be either typewritten or handwritten legibly in black ink.

(B) All blanks shall be completed.

(C) Applicants should not use initials or nicknames on the application. If the applicant has no middle name, this should be indicated by placing NMN in the place where information is requested. If the applicant has an initial for the first or middle name, this should be indicated by adding the word ONLY following the initial.

(4) Items to accompany application for licensure by examination are—

(A) One (1) photograph as described in 4 CSR 70-2.050(3)(B);

(B) Applications processing or examination fee in the form of a money order or cashier's check. Applicants shall pay the application processing fee if applying for licensure by examination (N.B.C.E. Part IV examination). The examination fee must accompany an examination application only in the event that the board administers its own practical examination. See 4 CSR 70-2.050(3)(A); and

(C) Two (2) sets of fingerprints and the fingerprinting fee.

(5) Items to accompany application for licensure by reciprocity are—

(A) One (1) photograph as described in 4 CSR 70-2.070(4);

(B) Reciprocity licensure fee in the form of a money order or cashier's check;

(C) Copy of chiropractic college diploma as described in 4 CSR 70-2.070(4);

(D) Proof of practice as described in 4 CSR 70-2.070(5);

(E) Completed open-book jurisprudence examination;

(F) Copy of high school diploma or General Educational Development (GED) Certificate if applicant was licensed prior to preprofessional requirement; and

(G) Two (2) sets of fingerprints and the fingerprinting fee.

AUTHORITY: sections 43.543 and 331.030, RSMo Supp. 1997 and 331.100.2, RSMo 1994.* This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed Aug. 14, 1986, effective Nov. 13, 1986. Rescinded and readopted: Filed April 18, 1989, effective July 13, 1989. Rescinded and readopted: Filed Aug. 14, 1990, effective Dec. 31, 1990. Amended: Filed Sept. 13, 1995, effective March 30, 1996. Amended: Filed March 30, 1998, effective Sept. 30, 1998.

*Original authority: 43.543, RSMo 1993; 331.030, RSMo 1939, amended 1945, 1947, 1949, 1969, 1981, 1988, 1993, 1995, 1997; and 331.100.2, RSMo 1939, amended 1949, 1969, 1980, 1981.



MISSOURI STATE BOARD OF CHIROPRACTORS P.O. BOX 672 JEFFERSON CITY, MO 65102

APPLICATION FOR CHIROPRACTIC LICENSE

- BY EXAMINATION
BY RECIPROcity WITH ANOTHER STATE

APPLICATION NO.

INSTRUCTIONS USE BLACK INK ONLY

All information requested on this application must be typewritten or printed. Must be legible. Please read the enclosed material for candidates for licensure by the Missouri State Board of Chiropractic Examiners for specific application completion instructions.

I HEREBY APPLY FOR A LICENSE TO PRACTICE CHIROPRACTIC IN THE STATE OF MISSOURI, AND SUBMIT FOR CONSIDERATION THE FOLLOWING PROOFS AS REQUIRED BY THE MISSOURI LAWS GOVERNING THE PRACTICE OF CHIROPRACTIC, AND BY THE RULES OF THE STATE BOARD OF CHIROPRACTIC EXAMINERS OF MISSOURI.

A. GENERAL INFORMATION

1. NAME (PRINT NAME IN FULL, INCLUDING MIDDLE NAME AND MAIDEN NAME) SOCIAL SECURITY NUMBER*
2. BIRTHPLACE (CITY/STATE) DATE OF BIRTH TELEPHONE NUMBER
3. PRESENT ADDRESS (STREET, CITY, ZIP)
4. ARE YOU A MEMBER OF ANY LOCAL, STATE OR NATIONAL CHIROPRACTIC ASSOCIATION?
5. HAVE YOU EVER BEEN EXAMINED BY ANY OTHER CHIROPRACTIC BOARD?
WHAT WERE THE RESULTS OF PRIOR EXAMS TAKEN? HAVE YOU EVER BEEN REJECTED?
6. MY CURRENT LICENSE FROM STATE IS VALID AND WAS OBTAINED BY
7. LIST OTHER STATES WHERE YOU ARE CURRENTLY LICENSED OR HAVE BEEN.
8. HAVE YOU EVER BEEN EXAMINED OR LICENSED BY ANOTHER PROFESSIONAL LICENSING BOARD?
9. HAVE YOU HAD ANY COMPLAINTS FILED AGAINST YOU IN ANY STATE?
10. HAVE YOU VOLUNTARILY EVER SURRENDERED A STATE LICENSE?
11. LIST ANY PROBATION, SUSPENSION OR REVOCATION OF YOUR CHIROPRACTIC OR ANY OTHER PROFESSIONAL LICENSE IN ANY OTHER STATE.
12. HAVE YOU EVER BEEN CHARGED, ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE, OR CONVICTED OF ANY CRIMINAL OFFENSE(S) IN MISSOURI, OR IN ANOTHER STATE, OR IN FEDERAL COURT?

Table with 3 columns: EMPLOYER NAME, ADDRESS, DATES (FROM, TO). Multiple rows for listing practical experience.

*We are requesting that you voluntarily provide your social security number. Failure or refusal to provide your social security number will not affect licensing or any other benefits or privileges you would otherwise enjoy.

MO 419-1110 (10-96)

14 NAME OF NEAREST RELATIVE NOT RESIDING WITH YOU	RELATIONSHIP
ADDRESS	TELEPHONE

B. IDENTIFICATION DATA

<p>15 PHOTOGRAPH</p> <p style="text-align: center;">ATTACH PHOTO HERE</p> <p style="text-align: center;">2" X 2"</p> <p style="text-align: center;">PHOTO MUST BE WITHIN LAST SIX MONTHS SHOWING HEAD AND SHOULDERS</p> <p style="text-align: center;">DO NOT BEND PHOTO</p>	
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C. EDUCATION - OFFICIAL TRANSCRIPTS REQUIRED

17 PREPROFESSIONAL COLLEGE(S)		
COLLEGE NAME	LOCATION (CITY/STATE)	DEGREE

AMERICANS WITH DISABILITIES ACT INFORMATION

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the State Board of Chiropractic Examiners, P.O. Box 672, Jefferson City, Missouri 65102, or by calling (573) 751-2104 in order to insure availability of accommodations. The text telephone number for the hearing impaired is 800-735-2966.

18. CHIROPRACTIC COLLEGE(S)			

19. HAVE YOU PASSED PARTS I & II, W.C.C.E. AND ALL ELECTIVES OF THE NATIONAL BOARD EXAMINATIONS? (OFFICIAL TRANSCRIPTS ARE REQUIRED) YES NO

D. AFFIDAVIT OF APPLICATION

ALL STATEMENTS CONTAINED IN THIS APPLICATION ARE MADE UNDER OATH OR AFFIRMATION AND ALL REPRESENTATIONS ARE TRUE AND CORRECT TO MY BEST KNOWLEDGE AND BELIEF AND SUBJECT TO PENALTIES OF MAKING A FALSE AFFIDAVIT OR DECLARATION AND I CERTIFY THE ATTACHED PHOTOGRAPH HERETO IS A TRUE LIKENESS OF MYSELF.

SIGNATURE OF APPLICANT	DATE
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MO 419-1110 (10-96)



NOTARY INFORMATION	
STATE OF _____	COUNTY OR CITY OF _____
APPLICANT NAME _____	
known to me to be the person described in this application, personally appeared before me and after being duly sworn signed this application and declared that all statements contained in this application are made under oath or affirmation and all representations are true and correct to the best knowledge and belief of the applicant signing the application subject to the penalties of making a false affidavit or declaration.	
SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 19 _____	
MY COMMISSION EXPIRES _____	NOTARY PUBLIC _____

E. CERTIFICATE OF STATE ENDORSEMENT

I, _____ of _____, Secretary of the _____ State Board of Chiropractic Examiners hereby certify that _____ was granted license number _____ on the _____ day of _____, 19 _____, upon examination by the said Board on the following subjects:

SUBJECT	GRADE	SUBJECT	GRADE

General Average _____

I further certify that the license of the applicant is in good standing and has never had h_____ license placed on probation, suspended or revoked by this Board.

I further certify that the State of _____ will extend reciprocity privileges to licentiates of the State of Missouri.

I also certify that the photograph attached to this application is the true likeness of the person in the above named endorsement.

Signed _____ Title _____

(Board Seal) _____ (PO ADDRESS)

MO 419-1110 (10-96)

ACTION ON APPLICATION BY THE MISSOURI STATE BOARD OF CHIROPRACTIC EXAMINERS						
	1ST EXAM	2ND EXAM	3RD EXAM	4TH EXAM	5TH EXAM	6TH EXAM
	DATE	DATE	DATE	DATE	DATE	DATE
	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED
EXAMINATIONS	GRADES					
X-RAY						
JURISPRUDENCE						
ORAL/TECHNIQUE						
NB PART I						
N.B. PART II AND ELECTIVES						
W.C.C.E./N.B. PART III						
N.B. PART IV						
GENERAL AVERAGE						

TO BE COMPLETED BY BOARD OFFICE	EXAMINATION/ APPLICATION FEE RECEIVED	\$	DATE
	RE-EXAMINATION FEE RECEIVED	\$	DATE
		\$	DATE
		\$	DATE
		\$	DATE
		\$	DATE
		\$	DATE
RECIPROCITY LICENSE FEE	\$	DATE	
LICENSE NUMBER		DATE ISSUED	

MO 419-1110 (10-96)

4 CSR 70-2.045 Board-Approved Chiropractic Colleges

PURPOSE: This rule defines the term board-approved chiropractic college and lists the approved chiropractic colleges.

(1) Under section 331.030, RSMo, the State Board of Chiropractic Examiners shall approve all chiropractic colleges having accredited status with the Commission on Accreditation of the Council on Chiropractic Education.

(2) The board will maintain a list of all approved chiropractic colleges which shall be available upon request. Board-approved chiropractic colleges are—

- (A) Cleveland Chiropractic College—Kansas City, MO;
- (B) Cleveland Chiropractic College—Los Angeles, CA;
- (C) Life Chiropractic College—Marietta, GA;
- (D) Life Chiropractic College—West—San Lorenzo, CA;
- (E) Logan College of Chiropractic—Chesterfield, MO;
- (F) Los Angeles College of Chiropractic—Whittier, CA;
- (G) National College of Chiropractic—Lombard, IL;
- (H) New York Chiropractic College—Glen Head, NY;
- (I) Northwestern College of Chiropractic—Bloomington, MN;
- (J) Palmer College of Chiropractic—Davenport, IA;
- (K) Palmer College of Chiropractic—West—Sunnyvale, CA;
- (L) Parker College of Chiropractic—Irving, TX;
- (M) Texas Chiropractic College—Pasadena, TX;
- (N) Western States College of Chiropractic—Portland, OR;
- (O) Canadian Memorial Chiropractic College—Toronto, Ontario, Canada; and
- (P) School of Chiropractic, Phillip Institute of Technology—Bundoora, Victoria, Australia.

AUTHORITY: sections 331.030, RSMo Supp. 1988 and 331.100.2, RSMo 1986. Original rule filed April 8, 1983, effective July 11, 1983. Amended: Filed April 10, 1986, effective July 11, 1986. Rescinded and readopted: Filed April 18, 1989, effective July 13, 1989.*

**Original authority: 331.030, RSMo 1939, amended 1945, 1947, 1949, 1969, 1981, 1988; and 331.100.2, RSMo 1939, amended 1949, 1969, 1980, 1981.*

4 CSR 70-2.050 Examination

PURPOSE: This rule explains examinations given by the State Board of Chiropractic Examiners, documentation required, deadlines, examination results, challenges and transcript language.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

(1) All applicants for a certificate of registration shall pass all parts of the written examination administered by the National Board of Chiropractic Examiners (N.B.C.E.), including Parts I, II, III (the Written Clinical Competency Examination) and the elective section on Physical Therapy. Additionally, all applicants shall pass the regional/national practical examination (Part IV) administered by the N.B.C.E., and an examination over the Missouri statutes, rules and regulations. If the board determines that Part IV of the N.B.C.E. examination no longer meets the practical examination requirements under section 331.030.6, RSMo, or if the board determines for any reason that it should administer a practical examination, applicants shall pass the practical examination administered by the board. The time and location of each examination may be obtained by writing the board's executive director.

(2) No person shall be entitled to take the N.B.C.E. Part IV examination, or the board's practical examination, except graduates of or senior students in board-approved chiropractic colleges. Senior students will not be permitted to sit for the N.B.C.E. Part IV examination, or the board's practical examination, unless that student expects to graduate within six (6) months of the examination date.

(3) For a senior student to be eligible to take the N.B.C.E. Part IV examination, or the board's practical examination, the following documentation is required:

(A) Completed application which has been completed in accordance with the requirements of 4 CSR 70-2.040 and examination or application processing fee;

(B) One (1) original, unretouched, black and white photograph of the applicant taken within the last six (6) months, showing the

head and shoulders, front view, not to exceed two inches by two inches (2" × 2"), not a polaroid-type photograph;

(C) One (1) certificate of recommendation;

(D) Official National Board of Chiropractic Examiners transcripts (Parts I and II);

(E) Official preprofessional college transcript(s) showing at least sixty (60) credit hours leading to a baccalaureate degree, the hours being those used to enter chiropractic college; and

(F) A letter from the chiropractic college certifying the student's expected graduation date.

(4) The following documentation should be in the board office prior to licensure:

(A) The official chiropractic college transcript(s);

(B) Official National Board of Chiropractic Examiners transcripts (Parts I, II, III, IV and the elective on Physiotherapy). A Part IV transcript is not required if the applicant is applying to take a practical examination administered by the board; and

(C) A copy of the chiropractic college diploma, no larger than eight and one-half inches by eleven inches (8 1/2" × 11").

(5) Transcripts from foreign countries which are not in English shall have a certified English translation attached.

(6) If the candidate is applying for a practical examination to be administered by the board, the following procedures will apply:

(A) Before the examination, each applicant shall be given an identification number which shall be used during the examination. The candidate shall not be admitted to examination unless s/he is wearing the identification badge assigned to him/her;

(B) All candidates for the board's practical examination, regardless of assigned identification number, shall report to the examination site at the time designated on the schedule letter;

(C) Applicants may dress casually for the X-ray and jurisprudence examinations. Applicants shall dress professionally for the oral examination;

(D) While examinations are in progress, any applicant detected cheating, attempting to give aid or accepting aid from another shall be excluded from further examination and the applicant's examination papers, if any, rejected;

(E) Any applicant who fails any portion of the board's practical examination three (3) times shall be required to return to an accredited chiropractic college and successfully

complete a semester of additional study in the failed subjects; and

(F) If a candidate fails the examination or any portion thereof and subsequently passes an examination in another state, then wishes to obtain a Missouri license by reciprocity, that candidate shall successfully pass the previously failed section(s) of the Missouri board's practical examination or the Special Purposes Examination for Chiropractic (SPEC) which is administered by the National Board of Chiropractic Examiners before a license will be granted.

(7) Requirements for a passing grade are—

(A) The applicant must achieve a composite score of seventy-five percent (75%) on the N.B.C.E. Part IV examination, or score seventy-five percent (75%) in each section of the board's practical examination; and

(B) The applicant will be required to retake only the failed section(s), if any, of the board's practical examination, upon payment of the reexamination fee.

(8) Notification of Examination Results if Taking a Practical Examination Administered by the Board.

(A) An applicant who receives a passing grade will be notified that s/he has passed but will not be advised of the score received.

(B) An applicant who fails to achieve a passing score will be advised of his/her failure and the numerical score.

(9) Examination Review or Challenges to Examination Questions. Any dispute, disagreement, difference of opinion or challenge to any examination question, the method of examination or any other matter concerning any examination administered by the board must be raised, in writing, at the time of the taking of the examination. Once the board's examination has been concluded, any dispute, disagreement, difference of opinion or challenge to the examination in any respect which was not raised as provided in this rule will be deemed waived and will not be considered by the board.

(10) Retention of Answer Sheets. The board shall retain answer sheets of its practical and jurisprudence examinations on all applicants for a period of one (1) year from the date of an examination.

(11) Those candidates for licensure who have successfully completed the N.B.C.E. Part IV examination, or a practical examination administered by the board, and have not obtained their licenses to practice may do so within three (3) years from the date of the examination.

(A) If the license is not obtained within the three (3)-year period and the applicant has not been practicing chiropractic, the applicant shall be required to return to an accredited chiropractic college for a semester of additional study in the clinical subjects, file the proper application, pass the N.B.C.E. Part IV examination, or the board's practical examination, and pay the required fee(s).

(B) If the license is not obtained within the three (3)-year period and the applicant has been practicing chiropractic in another state, territory or District of Columbia, or in any foreign country, the applicant may file application for license by reciprocity under the provisions of 4 CSR 70-2.070.

AUTHORITY: sections 331.030, RSMo Supp. 1997 and 331.050 and 331.100.2, RSMo 1994. Original rule filed Dec. 17, 1975, effective Dec. 27, 1975. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed April 8, 1983, effective July 11, 1983. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed April 10, 1986, effective July 11, 1986. Amended: Filed Aug. 14, 1986, effective Nov. 13, 1986. Rescinded and readopted: Filed May 15, 1987, effective Aug. 27, 1987. Amended: Filed Aug. 18, 1987, effective Nov. 12, 1987. Amended: Filed March 8, 1988, effective July 28, 1988. Amended: Filed Dec. 1, 1988, effective April 13, 1989. Rescinded and readopted: Filed April 18, 1989, effective July 13, 1989. Amended: Filed April 18, 1990, effective June 30, 1990. Amended: Filed Aug. 14, 1990, effective Dec. 31, 1990. Amended: Filed June 15, 1992, effective Jan. 15, 1993. Amended: Filed Aug. 26, 1993, effective April 9, 1994. Amended: Filed Jan. 24, 1996, effective July 30, 1996. Amended: Filed March 30, 1998, effective Sept. 30, 1998.*

**Original authority: 331.030, RSMo 1939, amended 1945, 1947, 1949, 1969, 1981, 1988, 1993, 1995, 1997; 331.050, RSMo 1939, amended 1945, 1947, 1969, 1981, 1987; and 331.100.2, RSMo 1939, amended 1949, 1969, 1980, 1981.*

4 CSR 70-2.051 Application for Licensure (Rescinded December 31, 1990)

AUTHORITY: section 331.100.2, RSMo 1986. Original rule filed April 16, 1990, effective June 30, 1990. Rescinded: Filed Aug. 14, 1990, effective Dec. 31, 1990.

4 CSR 70-2.060 Professional Conduct Rules

PURPOSE: This rule explains the professional conduct of licensed chiropractic physicians.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

(1) Each licensed chiropractic physician shall notify the board of his/her professional address and immediately shall inform the board's executive director of any change of address.

(2) A chiropractic service may be considered routine for an individual practitioner if it has the following characteristics:

(A) It is performed frequently in the doctor's office;

(B) It is usually provided at a set fee;

(C) It is provided at little or no variance in technique; and

(D) It includes all professionally recognized components within generally accepted standards.

(3) Each licensed chiropractic physician shall inform the board of anyone who may be practicing chiropractic in Missouri without a license.

(4) A chiropractic physician, when presenting him/herself to patients and the public, is directed to determine as far as is reasonably possible and consistent with chiropractic procedures—

(A) The cause(s) of the patient's abnormalities or deformities; and

(B) Whether chiropractic treatments are reasonably likely to improve or assist in improving these abnormalities or deformities.

(5) A licensed chiropractic physician shall not—

(A) Increase charges when a patient utilizes a third-party payment program;

(B) Report incorrect treatment dates for the purpose of obtaining payments;

(C) Report charges for services not rendered; or

(D) Report incorrectly services rendered for the purpose of obtaining greater payment than s/he is entitled to.

(6) Advertisement or Solicitation.

(A) For the purpose of this rule, the terms “advertisement” and “solicitation” shall be defined as follows:

1. Advertisement—any form of public notice, regardless of medium, using a licensee’s name, trade name or other professional designation of the licensee or chiropractic firm;

2. Solicitation—any form of request or plea, regardless of medium, used to entice or urge a person to use the services of a licensee or chiropractic firm;

3. A licensee may advertise or solicit through public media, such as a telephone directory, physician’s directory, newspaper or other periodical, outdoor billboard, radio, television, or through direct mail advertising or solicitation distributed generally to persons not known to need chiropractic care of the kind provided by the chiropractor, if such advertisement or solicitation is in accordance with this section;

4. A licensee may initiate individual written communications, not involving personal or telephone contact, to persons known or likely to need chiropractic care of the kind provided by the licensee. All such individual written communications to persons known or likely to need chiropractic care of the kind provided by the licensee shall be labeled at the top of the first page with the word “SOLICITATION” and shall contain the following notice:

SOLICITATION. The determination of a need for chiropractic care and the choice of a chiropractor are extremely important decisions and should not be based solely upon advertisements, solicitations or self-proclaimed expertise. This notice is required by the Missouri State Board of Chiropractic Examiners.

5. A licensee may initiate personal contact, including telephone contact, with a person for the purpose of offering to provide chiropractic care subject to the provisions of subsection (6)(D) herein. Any such personal contact, including telephone contact, which is made on behalf of a licensee by any third party or parties, shall be deemed to be contact made directly by the licensee for purposes of compliance with these rules.

(B) Every advertisement or solicitation shall include the following:

1. The name of at least one (1) licensee responsible for its content and any potential violation of section 331.060, RSMo; and

2. The term “chiropractor,” “doctor of chiropractic,” “chiropractic physician,” or “D.C.”

(C) Advertisements and solicitations may contain:

1. The educational background of the licensee;

2. The basis on which fees are determined, including charges for specific services, so long as fees advertised remain effective for a reasonable time;

3. Available credit; and

4. Any other information that is not false, misleading or deceptive.

(D) A licensee shall not initiate an individual written communication under paragraph (6)(A)3. or personal contact, including telephone contact under paragraph (6)(A)5., if the licensee knows or reasonably should know that the physical, emotional, or mental state of the person makes it unlikely that the person would exercise reasonable judgment in employing the services of a chiropractor. A written communication sent and received or a personal contact directed to any person known to have been involved in an accident, if made within thirty (30) days after such accident, is presumed to be written at a time or made at a time when the writer knows or reasonably should know that the physical, emotional, or mental state of the person makes it unlikely that the person would exercise reasonable judgment in employing a chiropractor, unless such written communication or personal contact, including telephone contact, is directed to a close friend, relative or former patient.

(E) An advertisement or solicitation, as defined in this rule, shall not be false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed. False, misleading and/or deceptive shall include, but not be limited to, the following contents or omissions:

1. Any untrue statement;

2. Any matter, or presentation or arrangement of any matter, in a manner or format which is false, misleading or deceptive to the public;

3. Omission of any fact which under the circumstances makes the statement false, misleading or deceptive to the public;

4. Transmission in a manner which involves coercion, intimidation, threats or harassing conduct;

5. An attempt to attract patronage in a manner which castigates, impugns, dispar-

ages, discredits or attacks other healing arts and sciences or other chiropractic physicians;

6. Any self-laudatory statements;

7. Transmission to a person who has made known to the licensee a desire not to receive communication from the licensee; or

8. A statement or implication that a licensee is a specialist unless the licensee holds a current certificate as a specialist, issued by the Missouri State Board of Chiropractic Examiners, or unless the advertisement contains a notice that neither Missouri nor the Missouri State Board of Chiropractic Examiners reviews or approves certifying organizations or specialist designations for chiropractic physicians.

(F) The board presumes the following forms of advertising and/or solicitation to be false, misleading and/or deceptive and in violation of subsection (6)(E) of this rule:

1. An advertisement or solicitation which contains guarantees or warranties regarding the result of a licensee’s services;

2. An advertisement or solicitation which contains testimonials about or endorsements of a licensee, unless—

A. The advertisement or solicitation complies with subsection (6)(E) of this rule; and

B. The testimonial or endorsement is made by the person who actually received the services or who has personal knowledge as to the facts stated, excepting however, testimonials and endorsements may be made by paid actors so long as the advertisement or solicitation contains a notice stating that paid actors have been used;

3. An advertisement or solicitation which is transmitted at the scene of an accident or in route to a hospital, emergency care center or other health care facility;

4. Any advertisement or solicitation using the phrase “no out-of-pocket expense,” “we accept what your insurance will pay” or any similar statement prior to the retention of services that a payment made by an insurance carrier or other third party payor with copayment or deductible features will be accepted by the licensee as payment in full, unless the advertisement shall also contain the following notice:

“This offer is only valid after the applicable insurance carrier or third party payor has been notified of the terms of the offer.”

The licensee will provide written notice disclosing the terms of such offer, agreement or waiver on any billing and/or third party claim.

(G) For the purpose of this rule, all required notices shall be at least ten (10)

points in height if the advertisement or solicitation is written or printed and at least eighteen (18) point font if the advertisement or solicitation is made by means of television. Notices may be oral, if the form of advertisement or solicitation will not allow it to be in printed form.

(H) A licensee shall retain for two (2) years a true and correct copy or recording of any advertisement or solicitation made by written or electronic media along with a record of when and where it was used. Upon written request, the licensee shall make the copy or recording available to the board and, if requested, shall provide to the board evidence to support any factual or objective claim contained in the advertisement or solicitation.

(7) Chiropractic Practices Following Death of Chiropractic Physician or When a Chiropractic Physician Moves From City or Sells Practice. A chiropractic office shall not be closed until the board has been provided with information which in the board's view is sufficient to assure the board that adequate measures have been taken by the licensee or licensee's heirs to provide for the transfer of patient records, including X-rays, to either the patient or another health-care provider of the patient's choosing or to assure the board that the patient does not desire the records delivered to him/her or another health-care provider.

(8) Death or Divorce of Licensee. Any person who acquires an interest in a chiropractic office as a result of the death or divorce of the licensee and who is not him/herself a licensee may continue to operate the chiropractic office for a period not to exceed six (6) months; provided, however, that the person must divest all interest in the business by the end of the six (6)-month period and that person shall not have any control over the methods of practice or the professional judgment of any licensee(s) employed by the chiropractic business. Nothing in this rule shall be construed to authorize any person not otherwise licensed under this chapter to engage in the practice of chiropractic in any form.

(9) The licensee should retain patient records for at least five (5) years.

(10) Medical Records to be Released to Patient, When, Exception, Fee Permitted, Amount, Liability of Provider Limited. Failure of the licensee to comply with section 191.227, RSMo shall be considered unprofessional conduct.

(11) Minimal Recordkeeping Standards.

(A) These standards apply to all licensed chiropractic physicians, chiropractic assistants and certified chiropractic technicians. These standards also apply to those examinations advertised at a reduced fee or free (no charge) service.

(B) Adequate patient records shall be legibly maintained. Initial and follow-up services (daily records) shall consist of documentation to justify care. If abbreviations or symbols are used in the daily recordkeeping, a key must be provided.

(C) All patient records shall include patient history, symptomatology, examination, diagnosis, prognosis and treatment.

(D) Provided the board takes disciplinary action against a chiropractic physician for any reason, these minimal clinical standards will apply. It is understood that these procedures are the accepted standard(s) and anything less than this shall be considered unprofessional conduct in the practice of chiropractic.

(12) Nutritional Evaluation.

(A) A nutritional evaluation which is in response to stimulation of the olfactory nerve receptors and those procedures including holding vitamins, minerals, herbs or any food or food product in the hand, laying vitamins, minerals, herbs or any food or food product on or near the skin and touching various areas of the skin, are unproven, could lead to errors in diagnosis and are potentially detrimental to the health of the patient being evaluated and is considered unprofessional conduct in the practice of chiropractic.

(B) Nutritional evaluation shall include history; type of dysfunction; laboratory tests, if necessary; physical diagnosis; and dietary inadequacies. Nutritional evaluation without these procedures is deemed unprofessional conduct.

(C) Nutritional evaluation which is in response to stimulation of the gustatory nerve receptors is not a diagnostic procedure but may be used as an adjunctive procedure when used in conjunction with subsection (11)(B).

(13) Any licensee who performs a chiropractic review under section 376.423, RSMo without having obtained a certification from the board or is not in compliance with 4 CSR 70-4 of the board's rules shall be deemed to have engaged in unprofessional conduct in the practice of chiropractic.

(14) Violation of the Health Care Payment Fraud and Abuse Act, *Missouri Revised Statutes* section 191.900 et seq. or the "anti-kickback" portions of the Medicare/Medicaid anti-fraud and abuse statute, 42 *United States Code* section 1320a-7b[b], by knowingly and

willingly offering, paying, soliciting or receiving remuneration in order to induce business reimbursed under the Medicare or state administered health care programs will be considered unprofessional or improper conduct in the practice of chiropractic. Conduct will not be considered a violation of this rule, if the ownership or investment interest in such service meets the requirements of the "safe harbor" provisions of Title 42 *Code of Federal Regulations* part 1001.

AUTHORITY: section 331.100.2, RSMo 1994. This version of rule filed Dec. 17, 1975, effective Dec. 27, 1975. Amended: Filed April 6, 1978, effective Aug. 11, 1978. Amended: Filed July 5, 1978, effective Oct. 13, 1978. Rescinded and readopted: Filed Dec. 9, 1981, effective April 11, 1982. Rescinded and readopted: Filed July 9, 1982, effective Nov. 11, 1982. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed June 11, 1985, effective Oct. 26, 1985. Rescinded and readopted: Filed April 18, 1989, effective July 13, 1989. Amended: Filed April 18, 1990, effective June 30, 1990. Amended: Filed Aug. 14, 1990, effective Dec. 31, 1990. Amended: Filed March 4, 1991, effective July 8, 1991. Amended: Filed Sept. 17, 1991, effective Feb. 6, 1992. Amended: Filed Dec. 3, 1991, effective April 9, 1992. Amended: Filed Jan. 23, 1992, effective June 25, 1992. Amended: Filed Feb. 4, 1992, effective June 25, 1992. Amended: Filed May 13, 1992, effective Jan. 15, 1993. Amended: Filed June 15, 1992, effective Jan. 15, 1993. Amended: Filed July 22, 1993, effective Jan. 31, 1994. Amended: Filed Dec. 21, 1995, effective June 30, 1996. Amended: Filed Nov. 6, 1996, effective May 30, 1997. Amended: Filed April 29, 1998, effective Nov. 30, 1998.*

**Original authority 1939, amended 1949, 1969, 1980, 1981.*

4 CSR 70-2.065 Public Complaint Handling and Disposition

PURPOSE: This rule establishes a procedure for the receipt, handling and disposition of public complaints by the board.

(1) The State Board of Chiropractic Examiners shall receive and process each complaint made against any licensee or unlicensed individual or entity, which complaint alleges certain acts or practices which may constitute one (1) or more violations of the provisions of Chapter 331, RSMo. Any member of the public, the profession or any federal, state or local official may make and file a complaint



with the board. Complaints may be received from sources outside Missouri and will be processed in the same manner as those originating within Missouri. No member of the State Board of Chiropractic Examiners shall file a complaint with this board while that member holds that office, unless that member excuses him/herself from further board deliberations or activity concerning the matters alleged within that complaint. The executive director or any staff member of the board may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints should be mailed or delivered to the following address: Missouri State Board of Chiropractic Examiners, 3605 Missouri Blvd., P.O. Box 672, Jefferson City, MO 65102-0672. Complaints may be made based upon personal knowledge or upon information and belief, reciting information received from other sources.

(3) All complaints shall be made by affidavit sworn before a notary public or other authorized officer and fully shall identify the affiant by name and address. Complaints may be made on forms provided by the board and available upon request. Oral, telephone or written unsworn communications will not be considered or processed as complaints, but the person making these communications will be provided with a complaint form and requested to complete it and return it to the board in affidavit form. Any member of the administrative staff of the board may make and file a complaint based upon information and belief, in reliance upon oral, telephone or written communications received by the board, unless those communications are believed by that staff member to be false.

(4) Each complaint received under this rule shall be logged in a book maintained by the board for that purpose. The logbook shall contain a record of each complainant's name and address; the name and address of the subject(s) of the complaint; the date each complaint is received by the board; a brief statement of the acts complained of, including the name of any person injured or victimized by the alleged acts or practices; a notation whether the complaint resulted in its dismissal by the board or informal charges being filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This logbook shall be a closed record of the board.

(5) Each complaint recorded under this rule shall be acknowledged in writing. The acknowledgement shall state that the com-

plaint is being referred to the board for consideration at its next regularly scheduled meeting. The complainant shall be informed in writing as to whether the complaint is being investigated, and later, as to whether the complaint is being dismissed by the board or is being referred to legal counsel for filing with the Administrative Hearing Commission. The complainant shall be notified of the ultimate disposition of the complaint, excluding judicial appeals, and shall be provided with copies of the decisions (if any) of the Administrative Hearing Commission and the board. The provisions of this section shall not apply to complaints filed by staff members of the board based on information and belief, acting in reliance on third-party information received by the board.

(6) The executive committee, composed of the president and secretary, of the board, from time-to-time and as it deems necessary, in consultation with the board's legal counsel and executive director, may direct the board's investigator to investigate any complaint before the complaint has been considered by the board. The executive director shall report any actions to the board.

(7) Both the complaint and any information obtained as a result of the investigation shall be considered a closed record and shall not be available for inspection by the general public. However, a copy of the complaint and any attachments to it shall be provided to any licensee who is the subject of that complaint, or his/her legal counsel, upon written request to the board, by the licensee.

(8) This rule shall not be deemed to limit the board's authority to file a complaint with the Administrative Hearing Commission charging a licensee with any actionable conduct or violation, whether or not that complaint exceeds the scope of the acts charged in a preliminary public complaint filed with the board and whether or not any public complaint has been filed with the board.

(9) The board interprets this rule, which is required by law, to exist for the benefit of those members of the public who submit complaints to the board and for those persons or entities within the legislative and executive branches of government having supervisory or other responsibilities or control over the professional licensing boards. This rule is not deemed to protect, or inure to the benefit of, those licensees or other persons against whom the board has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of Chapter 331, RSMo.

AUTHORITY: section 4.16(6) of the Omnibus State Reorganization Act of 1974, Appendix B and section 331.100.2, RSMo 1986. Original rule filed Dec. 19, 1975, effective Dec. 29, 1975. Rescinded and readopted: Filed Dec. 9, 1981, effective April 11, 1982. Amended: Filed Oct. 13, 1982, effective Feb. 11, 1983. Amended: Filed Sept. 12, 1983, effective Jan. 13, 1984. Amended: Filed Dec. 7, 1984, effective April 11, 1985. Amended: Filed June 7, 1985, effective Oct. 26, 1985. Amended: Filed Dec. 3, 1990, effective April 29, 1991. Amended: Filed April 1, 1992, effective Sept. 6, 1992.*

**Original authority 1939, amended 1949, 1969, 1980, 1981.*



STATE OF MISSOURI
BOARD OF CHIROPRACTIC EXAMINERS
UNIFORM COMPLAINT REPORT

RETURN TO ► STATE BOARD OF CHIROPRACTIC EXAMINERS
3605 MISSOURI BLVD
POST OFFICE BOX 672
JEFFERSON CITY, MO 65102-0672

USE BLACK INK ONLY

Missouri Statutes 565.060 — False Official Statements Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a Class B misdemeanor. **TYPE OR PRINT**

YOUR NAME (FIRST, MIDDLE, INITIAL, LAST)	TELEPHONE (BUSINESS) ()	TELEPHONE (HOME) ()
ADDRESS (STREET, CITY, STATE, ZIP CODE)		YOUR OCCUPATION
CONTACT (OTHER THAN YOURSELF) NAME (FIRST, MIDDLE INITIAL, LAST)		TELEPHONE ()

SUBJECT OF COMPLAINT

NAME (OF PERSON AND/OR COMPANY)

ADDRESS (STREET, CITY, STATE, ZIP CODE)

TELEPHONE NUMBER ()	OCCUPATION	LICENSE NO. (IF KNOWN)
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1. HAVE YOU CONTACTED SUBJECT CONCERNING COMPLAINT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DATE ►	4. ARE THERE DOCUMENTS ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
2. HOW LONG HAVE YOU KNOWN PERSON COMPLAINED ABOUT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DATE ►	5. ARE THERE DOCUMENTS TO FOLLOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
3. ARE THERE DOCUMENTS INVOLVED? <input type="checkbox"/> YES <input type="checkbox"/> NO	6. HAVE YOU CONTACTED AN ATTORNEY? <input type="checkbox"/> YES <input type="checkbox"/> NO
	7. HAS A LAWSUIT BEEN FILED? <input type="checkbox"/> YES <input type="checkbox"/> NO

NAME OF PRIVATE ATTORNEY (IF APPLICABLE)

ADDRESS	TELEPHONE NUMBER ()
---------	-------------------------

WITNESSES - FULL NAME	ADDRESS

GIVE FULL DETAILS OF YOUR COMPLAINT (Include facts, details, dates. Please attach copies of all bills, documents, records, correspondence, and contracts. Use additional sheets if necessary)

MUST BE SIGNED IN PRESENCE OF NOTARY	SIGNATURE OF COMPLAINANT ►	
	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF 19	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		USE RUBBER STAMP IN CLEAR AREA BELOW.

FOR OFFICE USE ONLY						
COMPLAINT NO	COMPLAINT DATE	TYPE OF COMPLAINT	COMPLAINT ACK	SENT TO ATTORNEY	SENT TO BOARD	REFERRED TO INVEST
REFERRED TO ATTORNEY	REF TO ADM HEARING	DISPOSITION	DISPOSITION DATE	ADVISED OF DISPOSITION	APPEAL DATE	DISPOSITION

MO 419-0975 (5-91)

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