

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
**KEN HECHLER**  
**ADMINISTRATIVE LAW DIVISION**

Form #4

*Judy Cooper*  
*Secretary of State*  
**FILED**

OCT 26 12 <sup>PM</sup> '98

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF RULE MODIFICATION OF A PROPOSED RULE**

AGENCY: WV Board of Chiropractic TITLE NUMBER: 4

CITE AUTHORITY WV Code 30-16-5

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 4 C.S.R. 1

TITLE OF RULE BEING AMENDED: Regulation of Chiropractic Practice

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE PROPOSED LEGISLATIVE RULE, FOLLOWING REVIEW BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE IS HEREBY MODIFIED AS A RESULT OF REVIEW AND COMMENT BY THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE. THE ATTACHED MODIFICATIONS ARE FILED WITH THE SECRETARY OF STATE.

*Conrad J. Smayda* 10-22-98

\$4.20

TITLE 4  
LEGISLATIVE RULES  
WEST VIRGINIA BOARD OF CHIROPRACTIC EXAMINERS

FILE

OCT 26 12 41 PM '98

SERIES 1  
REGULATION OF CHIROPRACTIC PRACTICE

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**§4-1-1. General.**

1.1. Scope. This rule sets forth the regulation of chiropractic to protect the health, safety and welfare of the public.

1.2. Authority. -- W. Va. Code 30-16-5.

1.3. Filing Date. -- June 27, 1997

1.4. Effective Date. -- \_\_\_\_\_, 19\_\_

1.5. Repeal and Replace. This rule repeals and replaces the Board of Chiropractic Examiners, 4 C.S.R. 1, filed February 9, 1983.

**§4-1-2. Definitions.**

2.1. "Chiropractic Assistant" means a health care worker who assists a licensed chiropractor in the provision of chiropractic services. A chiropractic assistant shall work under the general supervision of a licensed chiropractor in a manner consistent with West Virginia Code 30-16-1 et seq., and as further set forth in this rule.

2.2. "General supervision" means initial instruction as to delegated duties and established protocol followed by personal periodic inspection of patient care including periodic evaluation of the assistant's performance by the supervising licensed chiropractor. The supervising licensed chiropractor need not be present or on the premises at all times where the chiropractic assistant is performing delegated duties.

2.3. "CCE or its successor" is Council on Chiropractic Education, an accrediting agency recognized by the United States Department of Health, Education and Welfare as an acceptable accrediting agency for granting accreditation in chiropractic education.

**§4-1-3. Officers and Duties of the Board**

3.1. The officers of the Board shall consist of the chairman, vice chairman, secretary, and investigative officer.

3.2. The chairman shall be elected from the membership of the Board for a term of one (1) year. His/her duty shall be to preside over all meetings of the Board. In his/her absence, the vice chairman will act in his/her place.

3.3. The secretary may be elected or appointed by the Board. The secretary's term of office is at the pleasure of the Board. In the absence of the secretary, the Board shall appoint a temporary secretary to act in that position for the duration of the secretary's absence. The duties of the secretary are to keep a recording of proceedings and actions of the Board during its meetings and such other duties as are prescribed by law and/or the Board.

3.4. The investigative officer shall be appointed for the purpose of investigating initial complaints. He/she will report to the Board the findings and recommendations if probable cause exists to substantiate charges.

#### **§4-1-4.Meeting of the Board**

4.1. The Board will hold two (2) meetings per year on or about the first week of February and August at a location to be designated by the Board.

4.2. The Board may hold such special meetings as it may deem necessary to the conduct of its business. The time, place and date of such meetings shall be at the discretion of the Board and/or its chairman. All members of the Board shall be notified in advance thereof. A letter to the Secretary of State shall be sent stating date, time and place of meeting or special meetings.

4.3. All meetings of the Board shall be conducted in accordance with Robert's Rules of Order.

4.4. At the regular meeting of the Board any interested persons who are affected by the business of the Board may enter into discussion with the Board.

4.5. At all special meetings of the Board anyone not a member of the Board is prohibited from entering into discussion with the Board, unless invited by a member of the Board, or unless said person has requested permission to enter into discussion with the Board. Such request must be in writing to the Secretary of the Board and will state the nature of business to be discussed. The date, time and place of such discussion is at the discretion of the chairman. The secretary shall give such person(s) prior notification as to date, time and place of such meeting.

4.6. Any person(s) desiring notification of all the regular and special meetings of the Board may receive same by making a request in writing to the secretary.

#### **§4-1-5. Qualifications for Receiving and Maintaining a License to Practice Chiropractic.**

5.1. In order to make application to practice chiropractic in this State, an individual shall:

5.1.a Satisfy all of the licensure requirements set forth in West Virginia Code 30-16-1 et seq.

5.1.b. Achieve a minimum score of 475 on the required Part IV of the National Board of Chiropractic Examiners national examination as outlined in WV Code 30-16-6.

5.1.c As defined in WV Code 30-16-6, a licensee must obtain a Bachelor's Degree of no less than 128 semester hours from an accredited academic college or university prior to matriculation with a chiropractic college.

5.1.A. A licensee who intends to renew their license must present evidence to the Board that the licensee has attended 18 classroom hours each year of continuing education. The hours shall be sponsored through an approved chiropractic college. Six (6) hours may be specified by the Board to include subjects pertaining to communicable diseases, first aid, sexual boundaries, record keeping and other subjects that the Board deems appropriate. All educational programs conducted for purposes of meeting the license renewal requirements must have prior approval of the Board. Such programs shall consist of a minimum total of eighteen (18) hours per year. Such programs must be conducted by a faculty member(s) of a Board approved CCE or its successor school or college, unless otherwise approved by the Board. The Board, at its discretion, may also approve programs conducted by recognized authorities from fields other than chiropractic.

5.1.B The method of recording attendance at such seminars is the responsibility of the sponsoring group. It will also be the responsibility of said group to provide the Board with a list of those in attendance at such seminars.

5.1.C Newly graduated doctors of chiropractic who receive their initial license in the year of their graduation will not need to meet the above education requirements for that fiscal year (July 1 to June 30). However, such persons shall be required to meet all other aspects of license renewal as defined in WV Code 30-16-15.

5.1.d. Remit to the Board, an annual license renewal fee. The annual renewal license fee and required continuing education hours are due on or before July 1. A licensee whose license renewal fee and required continuing education hours are postmarked after July 1 incurs a late fee.

5.1.e. Complete and submit a license renewal application as provided by the Board.

5.1.f. After a lapse of two (2) years, a license may be issued or reinstated only after the former certificate holder subsequent to said lapse has fulfilled all other requirements of

licensure as set forth in WV Code 30-16-15(e) and/or has passed the National Special Purposes Examination for Chiropractic (SPEC) examination.

**§4-1-6. Duties of a licensee.**

6.1. A licensee shall not engage in conduct outside the scope of chiropractic practice. The licensee shall maintain current knowledge of statutes, rules, and Board decisions regarding the practice of chiropractic.

6.1.a. A licensee shall maintain proper records on all patients, including family and staff members, and keep the records confidential. The records shall include:

6.1.A. A description of the patient's chief complaint;

6.1.B. A history which includes any significant events related to the chief complaint;

6.1.C. A record of diagnostic and therapeutic procedures including: an examination and results of that examination, a diagnosis; a plan of care, including all therapeutic modalities utilized; frequency of treatment; any changes in the plan of care; as well as the reasons for changes; and a record of the patient's response to treatment; and

6.1.D. A record of standing orders for delegated procedures of a written protocol to be used by chiropractic assistants.

6.1.E. A licensee shall release copies of medical records within 10 days of a written request from the patient.

6.1.b. A licensee shall maintain competence in the production and interpretation of x-rays. A licensee is competent if he or she:

6.1.A. Produces x-rays of diagnostic quality;

6.1.B. Uses appropriate shielding and collimation;

6.1.C. Exposes patients to radiation based on clinical necessity as documented by the patient's record;

6.1.D. Produces written interpretations of x-rays, that are part of the patient's record, and demonstrative of competence in reading films; and

6.1.E. Uses equipment that meets Board and manufacturer's specifications for safety and use and that is properly maintained.

6.1.c. A licensee shall maintain competence in the application of chiropractic therapeutics and in the management of patient care. A licensee is competent if he or she:

6.1.A. Applies therapeutic modalities properly;

6.1.B. Applies a modality that is appropriate for the treatment of the patient as documented by the patient record; and

6.1.C. Provides Case Management that is supported by the patient's record.

6.1.d. The licensee shall properly train and supervise his or her staff that is engaged in patient care. A licensee who fails to do so is subject to disciplinary action.

#### **§4-1-7. Disciplinary action.**

7.1. Professional Incompetence is an act or omission which may subject the licensee to disciplinary action as it relates to the practice of chiropractic or criminal misconduct which reflects on the capacity of the licensee to safely engage in the practice of chiropractic.

7.1.a. A licensee shall report a misdemeanor or felony conviction or plea bargain within 30 days of the conviction or plea. The Board shall review the conduct involved in the criminal proceedings to determine if the conduct poses a threat to the public and take appropriate disciplinary action.

7.1.b. Sexual misconduct may include, doctor/patient relations, whether or not initiated by, or consented to, by the patient, and engaging in any conduct with a patient that is sexual or may be reasonably interpreted as sexual. A licensee shall not use fraud, deception, misrepresentation, or force for the purpose of engaging in sexual contact with a patient in the clinical setting. Patient consent is not a legal defense. A licensee may not have consensual sexual relations with a former patient until six months after the termination of doctor/patient relationship.

7.1.c. A licensee shall not engage in activities outside of the scope of chiropractic practice.

7.1.d. A licensee may not represent to the public, the possession of special skill, training, knowledge or qualifications unless the Board recognizes the training or certification on which the representation is based.

**§4-1-8. Advertising.**

8.1. False and deceptive or misleading advertising is prohibited.

8.2. Advertisements offering free or discounted services shall include the licensee's usual charge for the service.

8.2.a. In the case where a licensee is offering without charge, the advertisement shall state that there is no charge.

8.2.b. Diagnostic services offered without charge, or at discounted fees such as exams or x-rays, shall be necessary and sufficient to reach a diagnosis. X-rays shall be diagnostically complete.

8.2.c. Patients receiving free or discounted services shall sign a disclosure statement which clearly describes the service, and which informs the patient of services for which there is a charge. When the advertisement offers free or discounted services for a period of time, the patient shall sign a disclosure statement which clearly states when the free or discounted service ends. The disclosure statements are part of the patient's medical records, and the licensee shall include them in any submission of the claims to the party responsible for bill payment. The licensee shall disclose the normal charges for services before services are rendered.

8.2.d. No licensee may engage in, or knowingly authorize others to engage in, solicitation by telephone, mail, in-person solicitations or otherwise, which involve undue influence, coercion, intimidation, misrepresentation, invasion of the privacy of the person being contacted, or unreasonable interference in the doctor-patient relationship.

8.2.e. Reasonably dignified and reasonably restrained solicitation which does not involve undue influence, coercion, intimidation, misrepresentation, invasion of the privacy of the person being contacted, or unreasonable interference in the chiropractic-patient relationship is permissible.

8.2.f. A licensee may not offer consumer solicitations that require an immediate response or a response within ten days to an offer at the time of the solicitation.

8.2.g. A licensee may not offer free or discounted services which exclude or limit certain classifications of patients.

**§4-1-9. Testimonials.**

9.1. A licensee may use a testimonial for advertising if the basis for the statements in the testimonial is documented, signed by the patient, and made part of the permanent record.

9.2. A licensee shall inform patients if testimonials are to be used publicly; and told how they will be used.

**§4-1-10. Abusive Billing Practices.**

10.1. A licensee shall not engage in fraud, misrepresentation or deception in business affairs relating to the practice of chiropractic.

10.2. A licensee shall not engage in abusive billing practices which include, but are not limited to:

10.2.a. Filing claims for services not rendered;

10.2.b. Filing claims which misrepresent the service performed;

10.2.c. Filing multiple claims for a single service;

10.2.d. Failing to disclose pertinent information on a claim form; and

10.2.e. Increasing charges when a patient uses a third party payment program.

**§4-1-11. Unlawful Referral.**

11.1. A licensee may not receive payment for referral of a patient to or from another facility, health care provider, business, or professional entity.

11.2. A licensee shall not refer a patient to a facility in which he or she has a financial interest, unless the patient is informed of the relationship. This prohibition does not include an ownership interest in a building in which space is leased to a clinical laboratory, pharmacy, or physician at the prevailing rate under a lease arrangement that is not conditional upon the income or gross receipts of the clinical laboratory, pharmacy, or physician.

**§4-1-12. Unlawful Inducement.**

12.1. A licensee shall not offer payment to a patient as an inducement to enter or continue care.

**§4-1-13. Investigation and Formal Hearings.**

13.1. Upon receipt of a complaint or report, or knowledge of a violation in WV Code 30-16-1 et seq. or the rules of the Board, the Board may initiate an investigation to determine

whether probable cause exists to substantiate charges. The Board shall give initial notice to the licensee and the notice shall include:

13.1.a. Notice that the Board has received a complaint, report, or knowledge of a possible act of misconduct;

13.1.b. The name of the complainant and a simple statement of the allegations which form the basis of the complaint; and

13.1.c. A request for a written response from the licensee.

13.2. Conduct Of Board Members During Inquiry. The investigative committee, composed of person(s) designated by the Board shall conduct the inquiry.

13.2.a. The full Board shall be screened from any knowledge of complaint and identities of the licensee during the investigative procedure.

13.2.b. Board members who have any involvement with the case before charges are brought shall not participate in the final adjudication of the case.

13.2.c. After the investigation, the investigative committee shall make a recommendation to the Board which may accept or reject the investigative committee's recommended action.

13.3. At the conclusion of the investigatory process, if the Board finds probable cause that a violation of the statute, rules, or ethical standards governing the practice of chiropractic has occurred the Board may initiate a formal hearing.

13.4. All contested hearings shall be held pursuant to the procedures outlined in W. Va. Code § 29A-5-1, et seq.

13.5. The Board shall send notice of the disciplinary hearing to all parties at least 30 days prior to the hearing. The notice shall cite the specific rules, and laws which form the basis of the complaint.

#### **§4-1-14. Appeal.**

14.1. The licensee may appeal a final Board decision to a circuit court of proper jurisdiction as provided in WV Code 30-1-9.

#### **§4-1-15. Chiropractic Assistants**

15.1. A licensed chiropractor may employ chiropractic assistants to perform operational functions as well as selective and delegated tasks upon the prior approval of the supervising licensed chiropractor. Tasks which may be delegated to a chiropractic assistant include but are not limited to the following: set up and administration of electrical muscle stimulation, ultrasound, traction, diathermy, hydrocollation, cryotherapy, blood pressure examination, range of motion examination and patient histories.

15.2. The licensed chiropractor shall ensure that a chiropractic assistant receives proper training before beginning his or her duties and also receives periodic training. The licensed chiropractor may provide the required training or may require that the chiropractic assistant acquire the required training from a program accredited by the Council on Chiropractic Education (CCE) or the West Virginia Board of Chiropractic. The licensed chiropractor shall document the training received by each chiropractic assistant employed by him or her and keep the documents in the chiropractic assistant's employee file.

15.3. The licensed chiropractor that is responsible for assigning duties to a chiropractic assistant is solely responsible for determining that the chiropractic assistant is competent to perform the assigned duties. Further, no licensed chiropractor shall assign any duties to a chiropractic assistant until the licensed chiropractor is assured through personal observation and training that the chiropractic assistant is fully competent and completely qualified to perform the assigned duties.

#### **4-1-16. Fees.**

16.1. The annual renewal fee for chiropractors practicing in West Virginia is \$200, out of state or retired chiropractors is \$100.

16.2. If the license renewal requirements are postmarked after July 1, there is a \$100 late fee.

16.3. If the license renewal requirements are postmarked after July 31, there is an additional \$100 reinstatement fee.

16.4. The fee for each application for approval for Articles of Incorporation is \$100 per request. The initial filing fee for a Professional Limited Liability company is \$100 and an annual renewal fee of \$100.

16.5. The examination fee is \$150 per applicant and a fee of \$50 per applicant for re-examination.

16.6. The license verification fee is \$5 per chiropractor.

16.7. There is a fee of \$.75 per copy for requested photocopies.

- 16.8. The initial licensing fee is \$25 per licensee.
- 16.9. The fee for requests for continuing education courses is \$35 per course.
- 16.10. The application fee for preceptorship approval is \$50 per student.
- 16.11. There is a fee of \$250 per request for address listings.