

More on Safety

We encourage practitioners to review these brochures to keep current on other state requirements:

- **Foot Spa Safety**
- **Nail Technician Tool Safety**
- **Stay Away from MMA**

Find brochures at www.oregon.gov/OHLA or contact us at (503) 378-8667 or ohla.info@state.or.us to order copies.

The **Oregon Health Licensing Agency (OHLA)** is a state consumer protection agency. OHLA provides centralized regulatory oversight for multiple volunteer citizen boards, advisory councils and licensing programs of health and related professions.

We help protect Oregon consumers by setting, communicating and enforcing uniform regulatory standards.

The **Board of Cosmetology** consists of six licensed practitioners and one public member. OHLA boards and councils help to set educational and professional scope of practice standards but are not responsible for OHLA central agency administration.



Find it online!

- Renew your license
- Update your address
- Download forms, publications
- And more!

www.oregon.gov/OHLA



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Turn to **Oregon Regulatory News** in *Northwest Stylist & Salon* every month for the latest news from the Board of Cosmetology and the Oregon Health Licensing Agency (OHLA). *Northwest Stylist* is distributed free to cosmetology facilities, independent contractors and cosmetology schools statewide.



Board of
Cosmetology

REQUIRED

CLIENT RECORDS

for **Esthetics** and
Nail Technology

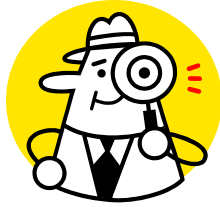


OREGON
HEALTH
LICENSING
AGENCY

CLIENT RECORDS

Why Client Records?

For **nail technology**, client records are necessary and **REQUIRED** because of potential infection outbreaks. Client records help public health officials track down clients who might be infected due to an outbreak.



For both **nail technology** and **esthetics**, client records are necessary and **REQUIRED** because of concerns over complications that might arise while providing services due to a client's pre-existing medical condition(s).

NEWS FLASH! INFECTION OUTBREAKS

Protect your clients with proper cleaning and disinfection. Hundreds of nail salon clients have been harmed in other states from infection outbreaks that could have been prevented.



Skin infections (see above) can be painful, sometimes leave scars, and may lead to more dangerous conditions.

Required Records

The following information **MUST** be obtained from each client:

- **Client's name, address and telephone number**
- **Type and date of service**
- **Practitioner name, license number**

Client records **MUST** be kept for two years and **MUST** be immediately available upon request by OHLA enforcement officers.

Medical Conditions

Client records **MUST** also include special instructions or notations that the practitioner believes to be important to safeguard client health and safety, such as:

- Medical conditions, such as diabetes and high blood pressure
- Allergies or sensitivities to topical solutions or medicines
- Skin conditions or cuts or abrasions on treatment area
- Client history of bleeding disorders
- Description of any complications that occur while providing services

Clients refusing to provide required information MUST sign a waiver form.

Keeping Records

Facility owners and independent contractors in particular are **REQUIRED** to keep client records.

Beware of advertisements for "state approved" pre-printed client record cards. There is **NO** state-specified card or method. Records **MUST** simply be legible and accessible.

Tips for Organization

- ✓ Ask first-time clients to provide information before initial service.
- ✓ Remind regular clients to update information periodically.
- ✓ Create a uniform recordkeeping method for employees so information is easy to find.

For example, keep client records:

- ✓ On a computer (print a hard copy, too)
- ✓ In an appointment book
- ✓ On index cards

Whichever method you use, keep records accessible in a central location.

