



## Practice Manager Compliance Snapshot – January 2026

### Purpose

Quick-reference guide for Practice Managers outlining required compliance responsibilities, high-risk areas, and when to partner with HR.

### Practice Manager Responsibilities

- **Post required notices**
  - OSHA 300A posted February 1 – April 30 in an employee-visible area
  - PosterGuard labor law posters displayed and kept current
- **Partner with HR on acknowledgements**
  - Employee Handbook
  - SOPs
  - DVM Production Incentive Forms
  - Required benefit documents
- **Workplace injuries**
  - Ensure injuries are reported within 24 hours (Hanover or WA L&I)
  - Confirm injury is entered in Paycom
  - HR is looped in for restrictions or modified duty
- **Reinforce work email usage**
  - Policy updates and acknowledgements are sent via work email (excluding Para)
  - Employees are expected to review and complete required actions

### High-Risk Compliance Areas

- **I-9 Compliance (Federal Requirement)**
  - Must be completed within 3 days of hire
  - Employees may not continue working without a completed I-9
  - Federally enforced with fines and audit risk
- **Medical & Leave Documentation**
  - Must be stored separately from personnel files



- **Progressive Discipline**
  - Documentation must be timely, objective, and uploaded to Paycom
- **Accommodation & Modified Duty**
  - Do not promise or implement without HR involvement

### **Always Call HR Before:**

- Issuing written warnings
- Involuntary Terminations
- Responding to medical conditions, pregnancy, injuries, or accommodation requests
- Addressing harassment, discrimination, or retaliation concerns
- Any situation where you are unsure if something is a policy or legal issue

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**Reminder:** Early HR involvement prevents compliance issues, protects employees, and reduces organizational risk.

**HR Inbox:** Use for questions, reporting, and guidance, email [HR@WellHaven.com](mailto:HR@WellHaven.com)