

DENTAL PRACTICE

New Dental Practice Checklist

ADA Center for Professional Success™

New Dental Practice Checklist

(Requirements can vary from state to state and from city to city.)

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Licenses
May vary from state to state

- ☐ State dental license
  ADA dental licensure by state map
- ☐ Anesthesia and analgesia permit (if needed)
  ADA contacts for state dental boards
- ☐ Controlled substance license
  U.S. Department of Justice Drug Enforcement Administration (DEA)

Professional Association

- ☐ Join local, state and national dental association
  State Dental Societies

Regulations

- ☐ X-ray registration (Check your state government website)
  State, County, and City Government website locator
- ☐ Waste management (Check state and local laws)
  - ADA Best Management Practice for Amalgam Waste
  - ADA amalgam separator information
- ☐ Health Insurance Portability and Accountability Act (HIPAA)
  HIPAA for Professionals (HHS.gov)
- ☐ National Provider Identification (NPI)
  National Plan and Provider Enumeration System (NPPES)
- ☐ Facility
  Americans with Disabilities Act
- ☐ Office of Inspector General (OIG)
  List of Excluded Individuals/Entities (LEIE)
- ☐ Website
  Check your website for legal risks

Local Requirements

- ☐ City or village occupancy permit ☐ Building permit
  - Contact your county and municipal governments for regulations related to opening a dental practice.
  - Your state or local dental society may also provide information.

Infection Control & OSHA

- ☐ Infection control requirements
  Centers for Disease Control and Prevention (CDC) Summary of Infection Prevention Practices in Dental Settings
- ☐ Job safety and health protection
  - ADA Catalog – *The ADA Practical Guide to Effective Infection Control*
  - OSHA's Safety and Health Topics: Dentistry

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Infection Control & OSHA continued	☐ OSHA Compliance • ADA Oral Health Topics — Occupational Safety and Health Administration (OSHA) • ADA Catalog – OSHA & Infection Control
Taxes	☐ State departments of revenue Internal Revenue Service (IRS) — State Government Websites ☐ Federal IRS — Small Business and Self-Employed Business Taxes ☐ IRS Taxpayer Identification Number (TIN) An identification number used by the IRS in the administration of tax laws
Insurance	☐ Disability income and office overhead expenses ADA Group Insurance Plans/Great-West Disability Income Protection Insurance Plan ☐ Life — term and universal ADA Group Insurance Plans/Great-West ADA Members Insurance Plans ☐ MedCASH (supplemental to major medical) • ADA Group Insurance Plans/Great-West MedCASH Insurance Plan • National Association of Insurance Commissioners ☐ Professional liability ADA Directory of Professional Liability Insurers (ADA member login required) ☐ Health insurance ADA Personal Health Insurance Resources
Other Insurances	☐ Workman's Compensation • U.S. Equal Employment Opportunity Commission (EEOC) Small Business Requirements • Labor laws and issues • Contact your county and municipal governments for regulations related to opening a dental practice. • Your state or local dental society may also provide information. ☐ Employee Fidelity Bonds Employee Fidelity Bond is a surety bond that covers employers from losses from dishonest and/or negligent actions of their employees.

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Employees	☐ Vaccines and immunizations CDC Recommended Vaccines for Healthcare Workers ☐ Employee policies ADA Catalog — *The ADA Practical Guide to Creating and Updating an Employee Policy Manual* ☐ Hire staff • ADA Guidelines for Practice Success™ (GPS™) *Managing the Dental Team* • ADA *Checklist for Terminating an Employee* (ADA member login required) ☐ Employment Eligibility (I-9) forms Instructions for employment eligibility verification ☐ Federal and state labor law posters U.S. Department of Labor Workplace Posters ☐ American with Disabilities Act Information and Technical Assistance on the Americans with Disabilities Act ☐ Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE): Check frequently
Business Issues	☐ Define practice structure ADA *Joining and Leaving the Dental Practice* (ADA member login required) ☐ Practice financing ADA Member Advantage Practice Financing and Commercial Real Estate — BMO Harris Bank
Supplies & Equipment	☐ ADA Dental Product Guide Dental manufacturers by name, location and product ☐ Maintain safe equipment ADA Dental Equipment Safety Checklist (ADA member login required)
Dental Lab	☐ Select a dental lab National Association of Dental Laboratories

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Below is a list of ADA practice management and regulatory publications and guidebooks frequently requested by dentists opening new practices.

Visit ADA Catalog or call **1.800.947.4746**.

- *The ADA Practical Guide to HIPAA Compliance*
- *Building or Refreshing Your Dental Practice: A Guide to Dental Office Design*
- *The ADA Practical Guide to Creating and Updating an Employee Policy Manual*
- *ADA Practice Starter Kit*
- *A Dentist's Guide to the Law: 228 Things Every Dentist Should Know*

Resources available to members on the ADA Center for Professional Success

- ADA Guidelines for Practice Success™ (GPS™)
- ADA Amalgam Resource page
- Hiring? Check the LEIE Status
- Dental Benefits
- ADA Coronavirus (COVID-19) Center for Dentists

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