

NEW PRACTICE CHECKLIST

*This checklist and resources can help dentists tackle common issues when opening new practices. For more info, contact the NYS Dental Association at 800-251-2100 to speak with a NYSDA staff member.
Practice requirements may vary by location.*

NYSDA RESOURCES

Membership Concierge: concierge@nysdental.org

☐	Check out the NYSDA New Dentist page	nysdental.org/newdentist
☐	Join the NYSDA Legal Protection Plan	nysdental.org/lpp
☐	Consult the NYSDA Legal Services Panel	nysdental.org/lsp
☐	Obtain a Bank of America Practice Loan	nysdental.org/endorsed
☐	Forms & Documents for Your Practice	nysdental.org/forms
☐	Managed Care Contract Analysis	nysdental.org/legal

LICENSES

☐	State Dental License	Department of professional regulation or state board of dentistry: op.nysed.gov/registration-renewal/online-registration-renewal
☐	Aesthesia and analgesia permit (if needed)	Department of professional regulation or state board of dentistry: op.nysed.gov/professions/dentists/dental-anesthesia-sedation-certification
☐	Controlled substance license	Drug Enforcement Administration (DEA): deaddiversion.usdoj.gov/index.html

REGULATIONS

☐	Radiation Equipment Registration	health.ny.gov/environmental/radiological/fags/radequip.htm
☐	Waste Management	NYS Law: dec.ny.gov/chemical/8513.html
☐	Consult the NYSDA Legal Services Panel	NYSDA Legal Services Panel
☐	HIPAA	US Dept of Health & Human Services: HIPAA Compliance and Enforcement ADA: Practical Guide to HIPAA Compliance: Privacy and Security Manual
☐	National Provider Identification (NPI)	nppes.cms.hhs.gov

LOCAL REQUIREMENTS

☐	City or village occupancy permit	Contact your local dental society and/or your county & municipal governments for regulations related to opening a dental practice.
☐	Zoning Board	
☐	Building Permit	

INFECTION CONTROL & OSHA

☐	Infection control requirements	CDC: cdc.gov/infectioncontrol/index.html New York State Dental Foundation (NYSDF): nysdentalfoundation.org/course-catalog.html ADA: Practical Guide to Effective Infection Prevention and Control
☐	OSHA Compliance/Job Safety & Health Protection	osha.gov ADA: OSHA Compliance ADA: Complete OSHA Compliance Kit

TAXES

☐	NY State Department of Revenue	irs.gov/businesses/small-businesses-self-employed/new-york
☐	Federal	irs.gov/businesses/small-businesses-self-employed/starting-a-business
☐	IRS Employer Identification Number (EIN)	irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

INSURANCE

☐	Disability income & office overhead expenses	ADA Group Insurance Plans: ada.protective.com
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☐	Life – Term & Universal	nysdental.org/LPP
☐	Professional Liability	MLMIC: nysdental.org/endorsed & mlmic.com/dentists
☐	Cyber Liability	nysdental.org/endorsed

OTHER INSURANCES

☐	Worker's Comp	workerscompensation.com
☐	Employee Fidelity Bond	wwisinc.com

EMPLOYEES

☐	Employee policies	ADA: Creating The Policy Manual
☐	Hire associates & staff	ADA: Dentist Employment Agreements & Practical Guide to Creating and Updating an Employee Policy Manual
☐	Employment Eligibility (I-9 forms)	uscis.gov/i-9
☐	Federal & state labor law posters	NYS: dol.ny.gov/posting-requirements-0 Federal: dol.gov/general/topics/posters
☐	Americans with Disabilities Act	ada.gov or call: 800-514-0301

BUSINESS ISSUES

☐	Define practice structure	NYSDA: What Every Dentist Should Know, A Guide to New York's Dental Practice Act
☐	Practice financing	NYSDA: Bank of America Practice Loans ADA: Valuing a Practice: A Guide for Dentists

SUPPLIES & EQUIPMENT

☐	TDSC.com, Powered by Henry Schein	dentalsupplies.tdsc.com/newyork
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DENTAL LAB

☐	Select a dental lab	National Association of Dental Laboratories: nadi.org/index.cfm
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OTHER

☐	Download ADA Member App	ada.org/ada-member-app
☐	Verify licenses, as needed	op.nysed.gov/opsearches.htm#nme
☐	Vaccines and immunizations	cdc.gov/mmwr/preview/mmwrhtml/rr5217a3.htm

BUILD YOUR PATIENT ROSTER

☐	Update your member profile with your practice location, hours of operation, profile photo and more!	Member Profile Be sure to enable your practice location to be found via the ADA Find-A-Dentist® search
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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 Store](#) or call 1-800-947-4746

- [CDT Coding Guides](#)
- [A Dentist's Guide to the Law: 246 Things Every Dentist Should Know, Fourth Edition](#)
- [Components of a Business Plan](#)
- [ADA Practice Starter Kit](#)
- [Patient Sample Letters ADA](#)