

New Practice Checklist

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

This checklist and related resources can be used as a starting point to address many of the issues dentists encounter when opening new practices. For more information, contact your state dental society.

To Do	What	Contact
Licenses (May vary from state to state)	☐ State dental license	Department of professional regulation or state board of dentistry http://www.ada.org/492.aspx
	☐ Anesthesia and analgesia permit (if needed)	Department of professional regulation or state board of dentistry www.ada.org/sections/advocacy/pdfs/anesthesia_general_permit.pdf
	☐ Controlled substance license	Drug Enforcement administration, http://www.deadiversion.usdoj.gov/index.html
Professional Association	☐ Join local, state and national dental association	State dental societies www.ada.org/stateorganizations.aspx
Regulations	☐ X-ray registration	Check your state government web site
	☐ Waste management (Check state and local laws)	Best Management Practice for Amalgam Waste http://www.ada.org/sections/professionalResources/pdfs/topics_a_malgamwaste_brochure.pdf
	☐ HIPAA	http://www.ada.org/2693.aspx
	☐ National Provider Identification (NPI)	https://nppes.cms.hhs.gov/NPPES/Welcome.do
Local requirements	☐ City or village occupancy permit	Contact your county & municipal governments for regulations related to opening a dental practice. Your state dental society may also provide information. www.ada.org/stateorganizations.aspx
	☐ Zoning Board ☐ Building Permit	Your state dental society may also provide information. Dental Society Roadmaps http://www.ada.org/3191.aspx
Infection Control & OSHA	☐ Infection control requirements	http://www.cdc.gov/ncidod/dhqp/guidelines.html
	☐ Job safety & health protection	www.osha.gov http://www.ada.org/3077.aspx?currentTab=1
	☐ OSHA Compliance	ADA Catalog – ADA Regulatory Compliance Manual https://siebel.ada.org/ecustomer_enus/start.swe?SWECmd=Start&SWEHo=siebel.ada.org

Taxes	☐ State department of revenue	List of state departments of revenue http://www.at-homeworks.com/state_tax.htm
	☐ Federal	http://www.irs.gov/businesses/index.html
	☐ IRS tax ID number	http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html
Insurance	☐ Disability income & office overhead expenses	ADA Group Insurance Plans/Great-West
	☐ Life – term & universal	http://www.insurance.ada.org/
	☐ MedCASH (supplemental to major medical)	www.naic.org
Other insurances	☐ Professional liability	https://www.ada.org/members/2364.aspx
	☐ Health insurance	http://www.ada.org/sections/educationAndCareers/pdfs/insurance.pdf
	☐ Workman's compensation	www.workerscompensation.com/stateregs.php
Employees	☐ Employee fidelity bond	www.employeefidelitybonds.com/
	☐ Verify licenses, as needed	
	☐ Vaccines and immunizations	http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a3.htm
	☐ Employee policies	<i>Employee Office Manual: A Guide for the Dental Practice</i> www.adacatalog.org
	☐ Hire staff	
Business Issues	☐ Employment Eligibility (I-9 forms)	http://www.uscis.gov/files/form/i-9.pdf
	☐ Federal & state labor law posters	Posters http://www.postersolution.com/
	☐ American with Disabilities Act	www.ada.gov/ (Call 1.800.949.4ADA)
Supplies & equipment	☐ Define practice structure	<i>Valuing a Practice: A Guide for Dentists Practice Options for the New Dentist: A How-To Guide</i> www.adacatalog.org
	☐ Practice financing	ADA Business Resources http://adabusinessresources.com/
Dental lab	☐ Dental Buying Guide	Dental manufacturers by name, location and product www.ada.org/537.aspx
	☐ Select a dental lab	National Association of Dental Laboratories http://www.nadl.org/scr/dir/index.cfm

Below is a list of ADA practice management and regulatory publications and guidebooks frequently requested by dentists opening new practices. **Visit www.adacatalog.org or call 1.800.947.4746.**

- CDT 2011-2012 The ADA Practical Guide to Dental Procedure Codes
- CDT Companion The ADA Practical Guide to Dental Coding
- The ADA Practical Guide to Frequently Asked Legal Questions
- The ADA Practical Guide to HIPAA Compliance
- The ADA Practical Guide to Starting Your Dental Practice
- CEO Crash Course: Take the Lead in Your Dental Practice
- Associateships: A Guide for Owners and Prospective Associates
- Valuing a Practice: A Guide for Dentists
- Transitions: Navigating Sales, Associateships and Partnerships in Your Dental Practice
- The Power of Internal Marketing
- Employee Office Manual: A Guide for the Dental Practice
- Dental Letters Made Easy
- ADA Regulatory Compliance Manual
- Effective Infection Control: A Training Program for Your Dental Office
- OSHA Training for Dental Professionals