

On The Right Track 2003



**Your guide to starting a
dental practice in Missouri**



A project of the
Missouri Dental
Association's
Committee
on the
New Dentist

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Congratulations!

You are one of Missouri's newest dentists!

Your dental education is complete

and now you're probably thinking about starting a practice, becoming an associate or pursuing postdoctoral training. Unfortunately, your dental license doesn't come packaged with an instruction manual on how to set up and run a small business. The Missouri Dental Association's Committee on the New Dentist has compiled this resource manual to help your transition from the University's dental clinic to daily dental practice. It's full of information you'll need to begin your dental career. What you find in this manual will come in handy as a quick reference to the questions you didn't know you wanted to ask. Though it isn't possible to include everything you'll need, we hope this will help you get started on the right track!

More information on MDA benefits

or questions about specific services discussed in this booklet can be answered by the MDA executive office. Call the MDA at 800.688.1907, e-mail Stacey at stacey@modental.org or visit MDA's web site at www.modental.org. We're here to help you!

MDA's 2003 Day at the Game!

Support your Missouri Tigers when
they play the Nebraska Cornhuskers
on October 11th



Event includes tailgate, game ticket and CE
Faurot Field in Columbia, Missouri

TBA:
Continuing Education
Schedule of Events

Day at the Game – October 11, 2003

Name: _____

Phone#: _____

Address: _____

Number attending: _____

C/S/Z: _____

**If your interested and need more information, please return this form to:
MDA, Attn: Stacey Kloeppe, PO Box 104900, Jefferson City, MO 65110 or call
for more information at 800.688.1907.**

Organized Dentistry

The American Dental Association

The Missouri Dental Association and your local dental society maintain a tripartite membership system. Dentists benefit from all three levels of membership and special concessions are made for recent dental school graduates. By simply submitting a membership application, you become an active member of the tripartite system for the remainder of your graduation year. This transition of your membership from a student member to an active member is at no cost to you. You will also be eligible for the reduced dues program for at least the first three years following graduation. That way, you pay only a portion of the full active dues until you have had time to fully establish your practice.

ADA benefits & services

ADA benefits & services are described in detail in “ADA Resources for the New Dentist Member.” For more information on ADA services, call the ADA at 800.621.8099.

MDA Benefits & Services

Dues Program for New Dentists

If you graduated from dental school or graduate training within the last five years, you qualify for MBNA’s dues program for new dentists. New dentists are eligible to use a special dues payment check to pay full tripartite dues and are given an interest-free period of six months to repay the outstanding balance. For information on any of these MBNA programs, contact MBNA at 866.438.6262.

MDA Prepaid Dues Program

The MDA prepaid dues program eliminates the financial burden of paying dues in one lump sum and gives you the option of paying ADA, MDA and your local component society dues in six monthly installments beginning each year in July for the following year’s dues.

Legislative Programs

The MDA provides Missouri's lawmakers the MDA's position on crucial legislative issues. The MO Dental Political Action Committee (MoDentPAC) is composed of dentists who work diligently to elect candidates for political office who are concerned about dental issues. MDA members can also get involved in Missouri's political process by attending the annual Legislative Day at the Capitol and participating in MDA's grassroots program. These legislative programs have increased dentists' access to the legislative process in which dental health policies are established.

Contract Analysis Service

To protect its members from potential risks involved in contractual relationships, the MDA provides reports of managed care and dental insurance contracts that have been reviewed by the ADA Contract Analysis Service. Members can also request a free copy of *What Every Dentist Should Know Before Signing a Provider Agreement*, available to members only. For more information, visit the "benefits" section of www.modental.org or contact MDA. Now available, advice on associate contracts!

Insurance Programs

Missouri Dental Insurance Services, Inc. (MDIS), the Association's subsidiary, markets and administrates insurance programs to the more than 2,200 members of the MDA, their staff and families. MDIS staff is available to members to review medical and commercial insurance policies. Contact the MDIS office at 800.944.7550 for more information.

Peer Review

The MDA and its component societies coordinate a Peer Review program that assists all licensed dentists by mediating conflicts with patients. The program is free of charge to members and their patients. Fair and impartial solutions through the program keep disagreements from escalating into costly legal situations and help preserve dentist/patient relationships.

Well-Being Committee

The MDA Well-Being Committee assists dentists and hygienists throughout the state who are experiencing problems with addictive diseases such as drug and alcohol abuse and physical and mental impairments. If you or someone you know might have a problem, please call the Well-Being Committee toll free hotline at 866.442.0300.

Continuing Education Opportunities

MDA Educational Programs

MDA is here to help you keep up-to-date with technology, clinical advances and practice management topics. MDA provides affordable programs to fulfill continuing education requirements. The MDA Winter Session is held in January each year in Columbia or Jefferson City and a variety of other programs are held when program opportunities arise. For more details on upcoming meetings, visit the “calendar” section of MDA’s web site, www.modental.org or contact the MDA.

Travel & Learn Seminars

As a MDA member, you can receive continuing education credits while enjoying vacation paradises such as Aruba, Costa Rica, Hawaii, Alaskan Cruise or the U.S. Virgin Islands. Sponsored by the MDA’s Council on Membership and Services, these programs fill up quickly each year. Interested members should make reservations early by contacting the MDA office.

CE Online

MDA members can earn FREE online CE credit from the Missouri Dental Association. It’s as easy as 1-2-3, just select an article title from the list, read the article, take the online test and submit your answers to the MDA. Visit www.modental.org to see available online CE courses.

Manuals

Keep up on the Missouri laws that regulate the practice of dentistry which are not contained within the Missouri Dental Practice Act. Members can receive the “*Ignorance of the Law is No Excuse*” at no charge. If you need information on “*A Dentist Guide to Rights & Privileges*” that are defined by the Missouri Dental Board, members can also obtain this free of charge.

Member Resources

www.modental.org

Members can access the latest legislative information as well as a 5-year archive of legal comments articles and online issues of the *Focus MDA*. If you're looking for a dentist, try using the "Find a Dentist" or request a membership directory by calling the MDA office.

Focus MDA

Published every six weeks, this magazine focuses on dentistry issues with special emphasis on MDA activities. It carries valuable information on legislation, legal issues and pressing matters important to MDA members.

Direct Reimbursement Dental Benefits

Direct Reimbursement is an innovative, cost effective dental plan in which everyone benefits. The MDA provides promotional materials for dental office display and distribution to interested parties. For more information about this self-funded dental plan, visit the consumer information section of MDA's web site, www.modental.org, or contact the MDA office.

OSHA Posters

Dentists are required by law to post specific posters in their practice. Visit www.dolir.state.mo.us/ to see what posters are required for your dental office.

Dental Health Display Unit

MDA's tabletop display unit is available to all members. It is mailed with educational brochures on dental health topics for all age groups.

Mentorship Program

MDA is currently pairing up UMKC students with MDA members to foster student participation in organized dentistry and retain new member graduates in Missouri. If you are interested in participating in the mentorship program, contact the MDA office.

Stop the Pop!

In 2002 the MDA developed “*Stop the Pop*” materials for its members and for presentations within their communities. This brochure was developed to educate parents and teachers about the health implications of soda consumption by today’s youth. MDA is now developing an outreach program so that more people, especially parents and educators are reminded that creating healthy habits are largely driven by making healthy choices available to the youths.

New Parent Educational Brochure

MDA is creating a new parent dental education brochure for distribution to new parents in Missouri hospitals. Brochure will be available in June 2003.

Hygiene Shortage

The MDA House of Delegates foresees a hygiene shortage in Missouri and has created an Ad Hoc Committee to make specific recommendations on addressing the hygiene shortage. For more information contact the MDA office.

Membership Directory

A Membership Directory is available upon request only and is free to members.

Practice Management Services

MDA Endorsed Services

All programs and services endorsed by the MDA are designed to help MDA members manage their practices.

- **MBNA America Programs** – offers several programs designed specifically for MDA member dentists, including credit cards, loan consolidation and home equity lines of credit. If you have college age children who need help handling credit cards or managing their finances, MBNA has created a web site that offers practical suggestions and budgeting tools for young adults.
- **Healthon/WebMD (formerly MedE America)** - can process claims electronically and reduce the amount of paper dental claims.
- **TMS Audio Products** – offers a message-on-hold service for the dental office at a discounted price.
- **Paychex** – offers payroll services and human resource needs.
- **Association Members Only** – offers office supply purchase discounts.
- **NOVA Information Systems** – processes credit card transactions.
- **Sky Financial Solutions** - is the premier provider of health care financing in the U.S., offering financial solutions exclusively to dental and medical professionals. Their specialized health care financing team provides individual support from start to finish! Their services include:
 - Commercial Real Estate, Equipment Financing, Practice Sales and Purchases
 - Retirement & Investment Capital, Debt Consolidation Programs
 - Practice Improvement Financing, New Office Start Up, Flexible Repayment Options
 - Working Capital, Marketing Resource Guide, Management Consulting
 - Demographic Site Analysis

For more information on MDA's endorsed services, visit our web site and always remember to tell the company that you are a member of the Missouri Dental Association to receive your special benefits.

Local Dental Society Benefits

Contacting Your Local Dental Society

The Missouri Dental Association is divided into eight component societies. Every component sponsors annual continuing education programs and offers many other benefits and services. For information about the benefits offered by your local component society contact your local component society and also be sure to attend their next meeting.

Central Dental Society
LeAnn Mertens, executive director
573.893.4402
leann@westsidedental.com

Northwest Dental Society
Dr. Jeffry Gardner, president
660.583.4655
jgardner@asde.net

Greater Kansas City Dental Society
Pam Ratliff, executive director
816.737.5353
gkcds@att.net

Springfield Dental Society
Brenda Claxton, executive director
417.882.4117
spdentalsoc@cland.net

Greater St. Louis Dental Society
Bev Shabansky, executive director
314.965.5960
gsllds@gslds.org

Southwest Dental Society
Dr. Dan Young, president
417.781.3440
drkip@youngfamilydentistry.com

Northeast Dental Society
Dr. Richard Gooch, president
660.665.1901
jquinzer@cableone.com

Southeast Dental Society
Dr. Michael Bennett, president
573.334.8013
drmwbbds@clas.net

Federal & State Agencies

Missouri Dental Board

Contact the Missouri Dental Board to request the requirements and application for a license to practice dentistry in Missouri. This license will be renewed biannually effective November 30, 2002 and the fee is \$250/GP and \$270/Specialists. Licensure by credentials is also available and the dental board can provide you with regulations and requirements. Be sure to ask the dental board for a copy of *The Dental Practice Act, Rules and Regulations of Dentistry, Infection Control Regulations and Continuing Education Requirements for Relicensure*. A permit from the Missouri Dental Board is required if you plan to perform general anesthesia and IV sedation. However, your staff must have completed training and be certified to monitor N2O sedations. See *Rules and Regulations of Dentistry* for specific regulations concerning sedation and how to obtain a permit. Call 573.751.0040 for more information.

Drug Enforcement Agency (DEA) & Bureau of Narcotic and Dangerous Drugs (BNDD)

Call the DEA at 314.538.4600 to request application form DEA-224 to obtain a license to prescribe drugs. The application fee is \$210 and renewal is every three years. Request a copy of *The Physician's Manual*, which will explain the DEA rules and regulations. A Missouri license is also required to prescribe controlled substances. You must obtain a Missouri license from the Bureau of Narcotic and Dangerous Drugs (BNDD) to prescribe drugs. The application fee is \$90 and license renewal is on a three-year basis. Call 573.751.6321 for more information.

Missouri Department of Health & Senior Services

The Bureau of Dental Health serves as a resource to the dental profession and will provide you with information and assistance on a wide range of dental health issues such as fluoridation and dental sealant programs. Contact the Medical Radiation Control Program at 573.751.6083 and request an application to register your X-ray machine. There is no registration fee and every X-ray machine in your office must be registered. The radiation control department every three to five years will inspect your equipment. You are required to notify the Department of Health within 30 days of installing equipment. You are also required to notify the Department if selling or taking equipment out of service. Lap aprons are recommended for patient protection

when staff is taking radiographs. Film badges aren't required for office staff but they are recommended, especially for pregnant personnel.

Department of Social Services

If you are interested in becoming a Medicaid provider, contact the Division of Medicaid Services at 573.751.2617 and request the provider enrollment forms. Visit www.dss.state.mo.us/dms.

Missouri Employment Securities Division

If you have employees, you are required to withhold taxes and pay unemployment taxes. You can request an application from the MO Employment Security Division, 573.751.3215. Contact the U.S. Immigration and Naturalization Service at 800.755.0777 and request Form I-9. You must use this form to verify that any new employee is a citizen or a naturalized citizen of the U.S., an alien lawfully admitted for permanent residence or an alien authorized by the Immigration Service to work in the U.S. Form I-9 will indicate what proofs of eligibility are required. By state law, any employer who employs five or more employees is required to supply insurance for his or her employees. However, dentists are encouraged to carry work compensation insurance on all employees regardless of number. All insurance companies handle worker's compensation insurance. The MDA sponsors worker's compensation insurance through Missouri Dental Insurance Services, Inc. (MDIS). Contact MDIS at 800.944.7550 for group insurance or contact your personal insurance agent.

Occupational Safety & Health Administration

OSHA has a number of requirements concerning infection control, employee safety and training, waste management and hazardous chemicals. You need to obtain a copy of *Bloodborne Pathogen Standard* from the ADA or OSHA. The *Bloodborne Pathogen Standard* states you must have a training program regarding infection control for your employees that must be updated annually and you must offer the Hepatitis vaccine to your employees at no charge. You are required to display poster #2003 (Job Safety & Health Protection) in your office. In addition to the poster required by OSHA, there are several other posters you must post in your office visible to your employees. The ADA sells an excellent OSHA regulatory compliance manual that can be personalized to your office. According to Missouri law, dentists are required to follow the Center for Disease Control and Prevention guidelines on infection control. Call the Missouri Dept. of Health and Senior Services, Bureau of Dental Health at 573.751.6247 for your copy.

Americans With Disabilities Act

Federal law regulates how you treat patients and employees with disabilities. For more information, call the ADA at 800.621.8099 or contact the MDA for a copy of the manual.

HIPAA

Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires the Department of Health and Human Services (HHS) to adopt national standards for electronic administrative and financial health care transactions. These standards apply to all health plans, clearinghouses, and to almost all providers. The MDA keeps you updated with new information from the ADA as the various regulations under HIPAA are promulgated and those that have been finalized are clarified. If you have any questions concerning HIPAA, or the regulations that have been promulgated, e-mail the ADA at informatics@ada.org to obtain additional information. You may also visit the ADA web site, www.ada.org/prof/prac/issues/topics/hipaa/index.html, where you'll find a wealth of information and continual updates on issues regarding HIPAA and MO HIPAA Pre-emption analysis information can be received from the MDA.

Personal Property Tax

Request a personal property worksheet from the county tax assessor. This worksheet is used to list the tangible assets of your practice. Be sure to ask about your billing cycle as they vary among counties.

Employee Tax

You are required to pay monthly withholding taxes and file quarterly reports to the IRS and MO Employment Security Division. Call the IRS at 800.829.1040 and request application form SS-4 to obtain your Federal Tax I.D. number. This number is required for all businesses that have employees. You need to request the following: Circular E Employers Tax Guide, W-2, W-4, 941 Quarterly Federal Tax Return and 8109 Tax Deposit Coupons. You are required to withhold federal taxes, social security taxes, Medicare taxes and federal unemployment taxes from each paycheck and forward them to the IRS, either monthly or quarterly. If self-employed, you must make quarterly estimated tax deposits based on your salary. Consult your accountant on the proper way to fulfill this requirement.

Where to Find Employees

Accredited Dental Hygiene & Assisting Schools

There are several accredited dental assisting and hygiene schools in Missouri. Often, the best place to look for new employees is the placement service at each of these schools.

Accredited Dental Assisting Programs

Ozarks Technical Comm. College
933 E Central
PO Box 5958
Springfield, MO 65807
417.895.7000

Nichols Career Center
605 Union St
Jefferson City, MO 65101
573.659.3100

St. Louis Comm. College
at Forest Park
5600 Oakland Ave
St. Louis, MO 63110
314.644.9330

Penn Valley Comm. College
3201 Southwest Trfwy
Kansas City, MO 64111
816.759.4000

Accredited Dental Hygiene Programs

Missouri Southern State Coll.
3950 E Newman Rd
Joplin, MO 64801
417.625.9379

Univ. of Missouri – Kansas City
School of Dentistry
650 E 25th St
Kansas City, MO 64108
816.235.2100

St. Louis Comm. College
at Forest Park
5600 Oakland Ave
St. Louis, MO 63110
314.644.9330

Ozarks Technical Comm. College
933 E Central
PO Box 5958
Springfield, MO 65807
417.895.7000

State Fair Comm. College
3201 W 16th
Sedalia, MO 65301
877.311.7322 Ext. 234

Dental Hygienists

All dental hygienists must have a current Missouri license to practice. They may request a licensure application from the Missouri Dental Board. Licensure by credentials is also available. This license must be renewed each November. Dental hygienists are required to complete continuing education requirements for relicensure.

Expanded Functions for Dental Assistants

The MDA and its eight components coordinate the Expanded Functions for Dental Assistants Program (EFDA). This program provides training and education in performing expanded functions. MDA members' assistants can attend the EFDA courses at reduced cost. Contact the MDA for more information. The Expanded Functions are listed in The Dental Practice Act.

Interviewing

There are a number of legal statutes and restrictions you need to be aware of regarding fair employment practices (i.e., discriminatory questions you're not allowed to ask). These restrictions also extend to the hiring and dismissal processes. For more information these restrictions, contact the Missouri Equal Employment Opportunity Commission at 573.751.8130.

Tax Exempt Materials

Restorative

acrylics
aluminum crowns
cements
chrome steel crowns
copper bands
crown forms
dentin enamel adhesives
dental anchors
denture repair materials
denture teeth
gold
mercury
amalgam
pins
pit and fissure sealants
porcelains
post
temporary filling material
zinc oxide (Eugenol)
bases and liners

Endodontic

Cresitine
Gutta percah points
root canal sealants
silver points

Prosthetic Devices & Supportive Materials

acrylics
chrome alloys
composed materials
denture anchors
denture repair materials
denture teeth
implant material
metal alloys
bonding materials

Orthodontics

face bow head gear
orthodontic appliances
orthodontic brackets
orthodontic elastics
orthodontic expansion screws
orthodontic resins
orthodontic separators
orthodontic waxes
orthodontic wires
arch bar splits
bone grafting materials
Gor-tTx grafting material
mucosal grafts
surgical waves

Finding Information

Take Advantage of Community Resources

Your local chamber of commerce, small business administration office, accountant, attorney or bank loan officer can be excellent sources of information. Many times these groups will offer seminars and handouts at no charge regarding starting a new business. Also, check with other dentists in your area. The Missouri Dental Association and American Dental Association are valuable resources. Please don't hesitate to call and utilize the benefits and services available.

Missouri Dental Association
3340 American Ave
PO Box 104900
Jefferson City, MO 65110-4900
573.634.3436
800.688.1907 (members only)
www.modental.org

American Dental Association
211 E Chicago Ave
Chicago, IL 60611-2678
800.621.8099
www.ada.org

Missouri Dental Board
PO Box 1367
Jefferson City, MO 65102-1367
573.751.0040
www.ecodev.state.mo.us/pr/dental

Missouri Bureau of Dental Health
PO Box 570
Jefferson City, MO 65102-0570
573.751.6247

OSHA Office
911 Washington Rm 420
St. Louis, MO 63101
800.392.7743

Staying Organized

Checklist

Use this checklist to record when you have requested, received and completed the following:

- Missouri dental license (Missouri Dental Board)
- Join ADA, MDA and your local component society
- Business license
- Proper zoning information
- Building permit
- DEA license
- Missouri license to prescribe controlled substances
- X-ray machine registration
- IRS tax ID number (see accountant)
- Missouri Employment Security Division (application for employees)
- Personal property tax worksheet (county tax assessor)
- Missouri infection control regulations
- Medical waste disposal regulations
- OSHA Regulations
- Americans with Disabilities Act
- Dental equipment
- Dental supply house
- Dental laboratory
- Patient records system
- Bookkeeping system
- Professional stationery (letterhead, envelopes, etc.)
- Utilities
- Telephone number
- Yellow pages listing (check deadline for next listing)
- Business checking account
- Banker (develop a relationship with a loan officer)
- Accountant
- Attorney (to review contracts & agreements before you sign)
- Insurance (Missouri Dental Insurance Services or your personal agent)
 - Professional liability
 - Contents
 - Health
 - Office overhead
 - Long-term care
 - Life
 - Disability
 - Worker's compensation



Let us help you stay on track!

Missouri Dental Association

3340 American Ave

PO Box 104900

Jefferson City, MO 65110-4900

573.634.3436

800.688.1907 (members only)

www.modental.org

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