

New Practice Checklist

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

This checklist is designed to provide a list of some key issues frequently confronted by dentists opening a new practice — each practice situation presents unique challenges. Every topic can be quite complex — use this list only as a starting point and seek competent advice, when necessary. First step — contact both your state dental society and the ADA!

To Do	What	Contact
Licenses (May vary from state to state)	<input type="checkbox"/> State dental license	Department of professional regulation or state board of dentistry http://www.ada.org/prof/prac/licensure/index.asp
	<input type="checkbox"/> Anesthesia and analgesia permit (if needed)	Department of professional regulation or state board of dentistry http://www.ada.org/prof/prac/licensure/index.asp
	<input type="checkbox"/> License to prescribe drugs	Department of professional regulation or state board of dentistry http://www.ada.org/prof/prac/licensure/index.asp
	<input type="checkbox"/> Controlled substance license	Drug Enforcement administration, http://www.deadiversion.usdoj.gov/drugreg/process.htm
Professional Association	<input type="checkbox"/> Join local, state and national dental association	State dental societies http://www.ada.org/ada/organizations/searchcons1.asp American Dental Association http://www.ada.org ,
Regulations	<input type="checkbox"/> X-ray registration	Check your state government web site
	<input type="checkbox"/> Waste management (Check state and local laws)	Best Management Practice for Amalgam Waste http://www.ada.org/prof/resources/topics/amalgam_bmp.asp
	<input type="checkbox"/> HIPAA	http://www.ada.org/goto/hipaa
	<input type="checkbox"/> National Provider Identification (NPI)	https://nppes.cms.hhs.gov
Local requirements	<input type="checkbox"/> City or village occupancy permit	Contact your county & municipal governments for regulations related to opening a dental practice.
	<input type="checkbox"/> Zoning board	Your state dental society may also provide information. Dental Society Roadmaps
	<input type="checkbox"/> Building permit	http://www.ada.org/prof/ed/careers/newdent/roadmaps/index.asp
Infection Control & OSHA	<input type="checkbox"/> Infection control requirements	http://www.cdc.gov/ncidod/dhqp/guidelines.html
	<input type="checkbox"/> Job safety & health protection	www.osha.gov http://www.ada.org/prof/ed/careers/infopaks/osha.asp
	<input type="checkbox"/> OSHA Compliance	ADA Catalog — ADA Regulatory Compliance Manual
Taxes	<input type="checkbox"/> State department of revenue	List of state departments of revenue http://www.revenue.state.il.us/otherstates.htm
	<input type="checkbox"/> Federal	http://www.irs.gov/businesses/index.html
	<input type="checkbox"/> IRS tax ID number	http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html
Insurance	<input type="checkbox"/> Disability income & office overhead expenses	ADA Group Insurance Plans/Great-West
	<input type="checkbox"/> Life — term & universal	www.insurance.ada.org
	<input type="checkbox"/> MedCASH (supplemental to major medical)	www.naic.org
	<input type="checkbox"/> Professional liability	www.ada.org/members/prac/insure/liability/states.asp
	<input type="checkbox"/> Health insurance	www.ada.org/prof/prac/insure/medinsure.asp

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Other insurances	<input type="checkbox"/> Workman's compensation	http://www.dol.gov/esa/owcp_org.htm
	<input type="checkbox"/> Employee fidelity bond	http://www.riskvue.com/articles/fs/fs0312.htm
Employees	<input type="checkbox"/> Verify licenses, as needed	
	<input type="checkbox"/> Vaccines and immunizations	http://www.ada.org/prof/resources/positions/statements/blog.d.asp
	<input type="checkbox"/> Employee policies	<i>Employee Office Manual: A Guide for the Dental Practice*</i>
	<input type="checkbox"/> Hire staff	<i>Smart Hiring: A Guide for the Dental Office*</i>
	<input type="checkbox"/> Employment Eligibility (I-9 forms)	http://www.uscis.gov/files/form/i-9.pdf
	<input type="checkbox"/> Federal & state labor law posters	Posters http://www.hrdocs.com/Posters/
<input type="checkbox"/> American with Disabilities Act	Call 1-800-949-4ADA	
Business Issues	<input type="checkbox"/> Define practice structure	<i>Valuing a Practice: A Guide for Dentists</i> <i>Practice Options for the New Dentist: A How-To Guide</i>
	<input type="checkbox"/> Practice financing	ADA Business Resources http://www.adabusinessresources.com
Supplies & equipment	<input type="checkbox"/> Dental Buying Guide	Dental manufacturers by name, location and product http://www.ada.org/prof/resources/pubs/dbguide/index.asp
Dental lab	<input type="checkbox"/> Select a dental lab	National Association of Dental Laboratories http://www.nadl.org/scr/dir/index.cfm

- To order, contact the ADA Catalog department. www.adacatalog.org or 1-800-947-4746.

Below is a list of ADA practice management and regulatory publications and guidebooks that are often requested by dentists opening new practices. To order, contact the ADA Catalog department: www.adacatalog.org or call 1-800-947-4746.

Associateships: A Guide for Owners and Prospective Associates
Valuing a Practice: A Guide for Dentists
Practice Options for the New Dentist
Dental Office Design: A Guide for Building, Remodeling and Relocation
CEO Crash Course
Transitions: Navigating Sales, Associateships, and Mergers in Your Dental Practice
Employee Office Manual: A Guide for the Dental Practice
Fast-Track Training: The Basics for Dental Staff
Frequently Asked Legal Questions: A Guide for Dentists and the Dental Team
The Power of Customer Service
The Power of Internal Marketing
Dental Therapeutics
Dental Letters Made Easy
Multicultural Communications in the Dental Office
CDT 2009-2010
CDT Companion 2009/2010

Regulatory:
Regulatory Compliance Manual
Effective Infection Control: A Training Program for Your Dental Office
OSHA Training for Dental Professionals

Need help selecting which of these resources are best for you to get started? Just call the ADA – 1-800-947-4746.