

I. ORGANIZED DENTISTRY

The American Dental Association, Minnesota Dental Association and your local district dental society maintain a tripartite membership system. In this system, dentists benefit from all three levels of membership. Special concessions are made for recent dental school graduates. **By simply submitting the enclosed membership application, you become a full active member of the tripartite system for the remainder of your graduation year. This transition of your membership from a student member to a full active member is at no cost to you.**

Those who complete the application will be eligible for the reduced dues program for 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 employment location or practice.

ASDA Postdoctoral Members

Dental school graduates who will be participating in full-time postdoctoral residency programs can continue their joint ASDA/ADA membership as postdoctoral members and continue to pay the low rate of \$35.00. If you wish to continue as an MDA member, your dues will be a total of \$45.00 (ASDA/ADA \$35.00 and MDA \$10.00). Call the MDA Membership Department at 651/646-7454 to request an ASDA/ADA/MDA postdoctoral application form.

<p>Minnesota Dental Association 2236 Marshall Avenue St. Paul, MN 55104 800/950-3368 651/646-7454 651/646-8246 (fax) info@mindental.org (email) www.mindental.org (website)</p>
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The Minnesota Dental Association offers many services designed specifically to benefit each member individually. These programs are offered at little or no cost, and provide added value to membership in the Association. If you need assistance or have any questions on the services provided, contact MDA headquarters at 651/646-7454 or 800/950-3368.

MDA Member Benefits & Services

Confidential Assistance For Chemical Dependency

Dentists Concerned for Dentists (DCD) is a group of recovering chemically dependent dentists concerned about others who have a problem with alcohol or other drugs, family/marital struggles and emotional/mental health issues. Although completely autonomous, DCD is funded by a grant from the MDA, which allows DCD to maintain a referral system for those seeking assistance. The referral service is through the MDA Dentist Assistance Program at the Sand Creek Group. Members and their families are encouraged to seek **confidential** assistance as early as possible.

Dentists Concerned for Dentists

651/331-1865 (cell) or the Sand Creek Group office phone at: 651/430-3383 or 800/632-7643.

I. ORGANIZED DENTISTRY CONTINUED

Contract Analysis Program

MDA committees have monitored innovations in dental health care plans and attempted to influence the provisions in these programs to insure that professional integrity and patient benefits are given the highest priority. To assist the dentist in making an informed decision regarding the future of his or her practice under a contractual agreement, the MDA provides a **contract analysis** service.

Continuing Education

Because continuing education is a requirement for relicensure in Minnesota, you may want to take part in a variety of programs hosted each year during the annual Star of the North Meeting. Also take advantage of the free seminars for New Dentists.

Credit Card and Financial Services Programs

The Minnesota Dental Association endorses MBNA for credit card and financial services programs. MBNA is the nation's premier credit card program for associations. MBNA provides an attractive interest rate for both its regular MasterCard and Visa cards as well as for its travel program cards. Business credit cards, consumer loans, certificate of deposit and money market deposit opportunities, merchant processing for dental offices (provided by MBNA's partner Nova Information Systems), and other services are available through MBNA. To apply, call 800/789-6685. For general questions, call customer relations at 800/421-2110. Nova Information Systems can be reached at 888/545-2207. Always identify yourself as a member of the Minnesota Dental Association to get the best deal.

Dental Benefits for Minnesota Companies

Midwest Dental Benefits (MDB) is the Minnesota Dental Association's subsidiary that markets dental benefits to companies. MDB has developed a form of Direct Reimbursement that it calls "Dollar Based Dental Benefits". MDB markets its dollar-based dental benefits program to Minnesota employers and serves as a TPA to process claims for those companies. MDB's plan is easy for employers and employees to understand and it has low administrative costs. It does not require a dentist to sign a contract or join a network. There are no write-offs, benefits restrictions, or exclusions. Dentists are encouraged to refer potentially interested employers to MDB. Dentists or employers may call MDB at 651/647-6673 or outstate 800/836-4098.

Financial Assistance

Through the joint efforts of the Minnesota Dental Association and the American Dental Association, the Relief Fund provides emergency and sustaining financial aid to dentists and/or dependents of dentists when warranted and when the resources of the fund permit.

Government & State Relations

Be part of the MDA's united voice to the Minnesota Legislature. The MDA monitors all dental-related bills in the Minnesota Legislature while your MDA lobbyist works to protect both the dental health of Minnesota citizens and the practice of dentistry. The MDA also serves as a liaison between state agencies and the dental profession. The increasing complexities of governmental involvement in, and influence on, the practice of dentistry require constant monitoring of issues at both state and national levels in **legislative**, and **regulatory** areas. Guided by policies adopted by the MDA House of Delegates and the Board of Trustees, the MDA staff, officers, consultants, lobbyists, and appropriate committee chairs maintain regular contact with these agencies and legislative bodies, providing information and testimony whenever indicated.

I. ORGANIZED DENTISTRY CONTINUED

Mailing List

MDA members can purchase mailing labels of the membership at a cost of \$20.00 for the first 1,000 and \$2.00 for each additional 100 labels. New member benefit: if you are seeking employment opportunities, you will receive two mailing lists free. If you would like to order labels or a list contact the MDA at 651/646-7454 or 800/950-3368.

MDA News

MDA NEWS is a monthly newsletter that keeps you up to date on need-to-know information about legislative and regulatory activities, time sensitive deadlines, and association news.

Northwest Dentistry

This bimonthly publication is the official journal of the Minnesota Dental Association and contains scientific articles, editorials, a calendar of coming events, reports of state and district activities, and much more.

Peer Review

The MDA and each of its seven component societies have established a peer review system to aid in the resolution of disputes, which may arise between dentists and their patients. Peer review provides an impartial, easily accessible and generally expedient means for resolving misunderstandings regarding dental treatment.

Prepaid Dues Program

ADA, MDA, and local component society dues can be prepaid for the following year in six monthly installments, beginning in July. For more information the MDA at 651/646-7454 or 800/950-3368.

Public Relations

For more than a decade, the MDA has been in the forefront of public communications. Its advertising campaigns have gained national recognition for their effective use of innovative slogans on billboards and bus sides, and on-going public relations activities focus on media relations with both business and health reporters and crisis management.

Star Of The North Meeting 2004 (April 24 – 26), 2005 (April 30 – May 2)

The MDA sponsors a major educational program at its annual "Star of the North Meeting." This ***nationally recognized*** meeting, the third largest state dental meeting, provides an outstanding opportunity for ***continuing education*** for all members of the dental team. In addition to the scientific presentations, social events, and reunions, the three-day meeting features a ***commercial exhibit***, which provides a showcase of current developments in dental supplies and equipment.

MDA - SPONSORED INSURANCE PLANS

Professional Insurance Plans

- Professional & Office Premises Liability
- Building and Business Personal Property
- Business Overhead Expense
- Workers' Compensation

Personal Insurance Plans

- Comprehensive Major Medical
- Group Disability Income
- Group Term life
- Individual Life
- Long Term Care
- Individual Disability Income

I. ORGANIZED DENTISTRY CONTINUED

PROFESSIONAL INSURANCE PLANS

Professional & Office Liability Issued by The Dentists Insurance Company (TDIC)

Founded as the nations first dentist-owned professional liability insurer, TDIC's commitment to organized dentistry continues to be its primary focus.

Professional Liability

Helps to cover legal obligations for injury due to acts or omissions in the rendering of professional services. Coverage is available with liability limits up to \$5 million per claim and \$5 million aggregate per year. Employment Practices Liability and Excess Office Premises Liability are available to augment the standard policy.

Risk Management services

TDIC assists MDA members and policyholders with various services including a toll-free help line, seminars and a self-study course. A two year 5 percent policy discount is earned when a TDIC seminar or self-study course is completed.

Dividends

Unique to dental professional liability companies, this policy is a participating policy. Whenever claims experience is especially favorable, TDIC pays dividends back to its policyholders. While no insurer can guarantee dividends, TDIC has paid dividends to MDA members every year since 1997.

Ask your 1201 Financial and Insurance Services Inc. representative about TDIC's various discount, credit, and flexible payment options, including its multiline discount and automatic payment withdrawal program.

Building & Business Personal Property Issued by The Dentist Insurance Company

The TDIC plan is specifically designed to protect dental practices and offers comprehensive protection for dental offices, buildings and their contents with built-in limits and coverage's. All offices are different; therefore, various optional coverage's are available to tailor the office property policy to your specific needs.

Loss of Income endorsement

TDIC provides an optional coverage that allows for an increase to the per business day loss of income benefit in excess of the policy's standard benefit amount. When a property loss occurs, the covered property will be replaced or repaired on the basis of the property's cost at the time of the loss, not the property's depreciated cost.

Business Overhead Expense Underwritten by Unum Life Insurance Company of America

The plan provides a monthly benefit amount to help cover fixed office overhead expenses such as rent, utilities, interest payments, equipment leases and employee salaries when the insured becomes totally disabled.

I. ORGANIZED DENTISTRY CONTINUED

Benefits start after 30 consecutive days of disability and can continue to a maximum of 24 payments, based on the maximum benefit period selected and benefits limitations.

Workers' Compensation

Underwritten by Hartford Life Insurance Company

Workers' compensation insurance compensates for an employee's injury arising out of and in the course of employment, regardless of negligence or either party's fault. You have an opportunity to earn dividends from this group dividend plan. (Dividends cannot be guaranteed and are declared at the discretion of Kemper's Board of Directors.)

PERSONAL INSURANCE PLANS

Group Term Life

Underwritten by Canada Life Assurance Company

MDA-sponsored Group Term Life Insurance, underwritten by Canada Life Assurance Company, provides death benefits to the designated beneficiaries. The policy is available to MDA members and non-dentist employees of members. Additionally an insured member can also apply for coverage for his/her spouse and children.

Comprehensive Major Medical

Blue Cross Blue Shield of Minnesota

This plan offers competitive benefits for members, spouses and children and offers a high degree of choice and flexibility when choosing healthcare providers. It provides lifetime benefits of up to \$3 million per person. Additional features include maternity benefits, comprehensive mental health coverage, competitive rates and advocacy. A high deductible health plan that works in conjunction with a MSA is now available to MDA members.

Group Disability Income

Underwritten by Hartford Life Insurance Company

This policy protects a member's income in case he/she is unable to work due to a covered disability caused by a covered accident or sickness.

This plan offers:

- A minimum monthly benefit of \$200;
- a maximum monthly benefit of \$7,500, not to exceed 60 percent of income;
- a benefit period of five years or to age 65;
- elimination period of 90 to 180 days;
- and a two-year own occupation coverage.

I. ORGANIZED DENTISTRY CONTINUED

Individual, Noncancelable Disability Income Underwritten by Berkshire Life Insurance of America

The Berkshire Life Insurance Company of America policy offers "own occupation" coverage. This feature is ideal for professionals, and business owners, as it pays benefits if you are unable to perform "the major duties of your occupation" due to illness or injury. A wide variety of riders to enhance your coverage are available. For more information, call sales 877/245-1070; service 800/521-6826.

A variety of plans are available for MDA members. In addition, employees who work for an MDA member dentist or an MDA component society can apply for coverage. These plans offer a choice of coverage's.

Individual Life Underwritten by Transamerica Occidental Life Insurance Company

A variety of plans are available for MDA members, their spouses and their children. In addition, employees who work for an MDA member dentist or an MDA component society can apply for coverage. These plans offer a choice of coverage ranging from term-life policies to universal life policies, which provide tax-deferred cash value accumulations and survivor life plans for paying estate taxes.

Long Term Care Underwritten by UNUM

Long-term care insurance provides help as needed for a chronic illness or disability that prevents an insured from performing daily living activities. Long term care coverage helps to maintain independence and offers the power to decide what services, as well as what setting of care, are needed, whether it's by licensed caregivers in a nursing home setting or by a friend or relative at home.

If you would like to receive more information about the insurance plans currently available through the MDA, contact 877/245-1070 or 925/525-2075.

<p>American Dental Association 211 East Chicago Avenue Chicago, IL 60611 800/621-8099 312/440-8099 (fax) http://www.ada.org</p>

<p>American Dental Association Benefits & Services</p>

GETTING STARTED: IMPORTANT INFORMATION & NUMBERS TO KNOW

Toll-Free Number

Access the experience and resources of the ADA through the convenience of a toll-free line for members: 800/621-8099.

I. ORGANIZED DENTISTRY CONTINUED

Insurance Programs

The ADA Council on Insurance has developed a variety of insurance programs for MDA members' participation including life insurance, disability, office overhead, hospital indemnity, retirement savings and IRA programs.

General Information and Assistance	800/621-8099, ext. 2885
Life Insurance (Great West Life)	800/568-2001

Programs for New Dentists **800/621-8099, ext. 2779**

ADA's Committee on the New Dentist. As a new dentist, this is your committee. The Committee on the New Dentist (NDC) addresses the issues that concern and impact recent graduates, thus ensuring your success in a rapidly changing world. A standing committee of the ADA Board of Trustees, the Committee communicates directly with the Board and provides the ADA with insight into the perspectives, trends, needs and interests of new dentists.

National Conference on the New Dentist:

The annual National Conference on the New Dentist offers special programs for new dentists, featuring clinical, practice management, leadership and professional issues. June 24-26, 2004 in San Diego.

Marketplace & Managed Care Resources

The ADA provides members with a comprehensive array of resources to help dentists make informed choices in the changing marketplace and regarding managed care including publications, seminars and individual services. Call the ADA Catalog Customer Service at 800/947-4746 for the following publications: A Dentists Guide to Managed Care; Managed Care Resource Packet.

Financial Impact Analysis **800/947-4746**

A computer spreadsheet model for dentists to complete which will help determine the potential financial impact on the practice of participation in a specific managed care plan.

Free Marketplace and Managed Care Publications	800/621-8099, ext. 2746
Managed Care Seminars	800/621-8099, ext. 2908

ADA On-line **<http://www.ada.org>**

Now you can reach the ADA via the information super highway! The address for ADA ONLINE, the Association's home page on the Internet's World Wide Web, is **<http://www.ada.org>** you will find daily news on dentistry, as well as electronic versions of several ADA newsletters. For information, call the Department of Professional Communications, 800/621-8099 ext. 2801.

Contract Analysis Service

ADA's Contract Analysis Service analyzes third-party contracts, including contracts from managed care companies, and informs members in clear language about the provisions of the contracts so they can make informed decisions about the implications of participation. This is available free to members through the Minnesota Dental Association, 651/646-7454 or 800/950-3368.

I. ORGANIZED DENTISTRY CONTINUED

ADA Catalog Customer Service 800/947-4746

Getting Started, Practice Management, and Marketing. Find more than 40 expert practice management and marketing publications in the ADA Catalog. ADA's Dental Practice Series offers nine practice management guidebooks for ensuring your practice's success.

Free Practice Management & Marketing Resources for Members

800/621-8099, ext. 2895

Economic & Demographic Reports 800/621-8099, ext. 2568

Customized state and county level demographic reports provide population statistics and numbers of dentists and their occupational status for specific states and counties. The cost for members is \$30.00 per county.

Library Services 800/621-8099, ext. 2653

Book loans and journal articles on practice management are available to members by mail (postage and handling fees may apply).

Finding an Open Position/Office for Sale 800/621-8099, ext. 2895

The ADA can give you extra assistance in locating a position or office. A good place to start is with classified advertising in the *Journal of the American Dental Association (JADA)* as well as in *Northwest Dentistry*. In addition, ADA's Council on Dental Practices publishes the Directory of Dental Placement Services, free to ADA members.

Legal Affairs

Obtain expert legal information regarding OSHA regulations, antitrust laws, other federal law issues, and insurance contract appraisal.

Advocacy

Support the "voice of the dental profession" - your voice in Congress-- now addressing critical issues.

Local Component Society

The MDA is divided into eight component societies. Each local dental society holds organized meetings and special events that allow members an opportunity to obtain CE credit and to interact with peers. The local societies offer a great avenue for involvement on committees and in the community. Each component is different and unique due to the make-up of the committees within the boundaries of each society. This is where an individual can meet one-on-one, eye-to-eye with colleagues facing identical problems and situations.

Minneapolis District Dental Society	651/631-9845	Executive Office	Michelle Quade
Minnesota Student District Society	651/646-7454	MDA Office	Dawn Jensen
Northeastern District Dental Society	218/727-5041	Secretary Treasurer	Dr. Stephen Johnson
Northwestern District Dental Society	218/435-1599	Secretary Treasurer	Dr. Roger Sjulson
Southeastern District Dental Society	507/437-2023	Secretary Treasurer	Dr. Travis Schmitt
Southern District Dental Society	507/357-2280	Secretary Treasurer	Dr. Ronald Leach
Saint Paul District Dental Society	651/697-0831	Executive Office	Kathy Krauter
West Central District Dental Society	320/732-6141	Secretary Treasurer	Dr. Michael Winge

II. GOVERNMENT AGENCIES

Minnesota Board of Dentistry

**University Park Plaza
2829 University Avenue SE # 450
Minneapolis, MN 55414
612/ 617-2250**

Dental License

Filing application for licensure by examination: application fee \$140.00.

Every licensed dentist must display a license certificate and annual registration certificate at each practice location. Any change of practice location must be registered with the Board within thirty days of the move. Contact the Minnesota Board of Dentistry to request the requirements and application for a license to practice dentistry in Minnesota. The license is renewed annually by December 31st. Licensure by credentials is available for dentists and the Board of Dentistry can provide you with regulations and requirements. You should also request the following information from the Board of Dentistry:

Continuing Education Requirements

To maintain a license to practice in Minnesota, every dentist is required by the Board of Dentistry to participate in continuing dental education. The minimum CDE requirements are established by the Board of Dentistry and outlined in its rules. Requests for additional continuing education cards should include name, address, license number, social security number, and should be sent to the Board of Dentistry.

Duties Of Dental Auxiliaries

It is important to be aware of the laws regulating the duties of dental assistants and dental hygienists and the supervisory responsibilities of the dentists. Contact the Board of Dentistry concerning examinations, licensure, registration, or state law at the following phone number: 612/617-2250.

You are responsible for knowing all dental related laws. You may purchase the Board of Dentistry statutes and rules book for a nominal fee.

Minnesota Bookstore
117 University Avenue
St. Paul, MN 55155
651/297-3000 or 800/657-3757

Americans With Disabilities Act

The Americans with Disabilities Act is a federal law that regulates how disabled patients and employees are treated. There are several guidelines to follow to make an office handicapped accessible. For information and assistance on compliance with Americans with Disabilities Act requirements, call Legal Affairs at the *American Dental Association* at 800/621-8099, ext. 2874. Other sources of information regarding the Americans with Disabilities Act are:

DEPARTMENT OF JUSTICE	800/514-0301
ACCESS BOARD	800/USA-ABLE
REGIONAL	800/949-4ADA

II. GOVERNMENT AGENCIES CONTINUED

Business Registration And License

When establishing an office, it is advisable to contact the following in advance:

Internal Revenue Service for a federal employer identification number, at 800/829-1040.

Minnesota Department of Revenue for a state employer identification number, at 651/296-6181. To apply for a Minnesota Tax ID number or to notify the Department of Revenue of any changes, call 651/282-5225.

Minnesota Department of Economic Security for registration with the State Unemployment Compensation Program. Request UC number 651/296-6141.

Municipal Business License Office regarding any requirements specific to doing business in the community in which you plan to practice call 651/296-5023.

Department Of Human Services

651/296-0766	Rule 101
651/282-5545	Provider Enrollment Unit
651/282-5545	Provider Help Line

Hazardous & Infectious Waste

For information on compliance with hazardous and infectious waste regulations contact:

Minnesota Pollution Control Agency	
520 Lafayette Road	
Saint Paul, MN 55155	651/296-6300
For Hazardous Waste:	651/297-2274 or 651/297-8480 (Dan)
	out state: 800/657-3864
For Infectious Waste:	651/296-7271
North – Brainerd	218/828-6198
North – Duluth	218/723-4710

Narcotics License

Call the DEA to request application form DEA-224 to obtain a license to prescribe drugs. The application fee is \$210.00. Renewal is on a three-year period.

Bureau of Narcotics and Dangerous Drugs
Registration Section
P.O. Box 28083
Washington, D.C. 20005

MN Drug Enforcement Administration Diversion Group
330 2nd Avenue S # 450
Minneapolis, MN 55401 612/348-1700

II. GOVERNMENT AGENCIES CONTINUED

OSHA (Occupational Safety and Health Administration)

Minnesota OSHA is administered by the Department of Labor and Industry. For information on compliance, contact their 24-hour hotline: 800/321-6742

Minnesota Department of Labor and Industry
Telephone: 651/284-5050 (complaint & compliance questions)

Required Posters

State laws require that posters providing safety, wage, and age discrimination information be posted by employers for easy reference by employees. To obtain copies of these five documents free of charge, please request a "packet" from:

Minnesota Department of Labor and Industry
Information Management Services Division
443 Lafayette Road
Saint Paul, MN 55155
Telephone: 651/284-5042

In addition to the posters required by the state of Minnesota, the U.S. Department of Labor requires that the following be posted:

"Equal Employment Opportunity is the Law" Contact: 800/669-3362
"Your Rights Under the Fair Labor Standards Act" and "Polygraph Protection Act"
Contact: 612/370-3371

X-Ray Equipment Registration

State law requires that owners of x-ray machines and sources of ionizing radiation in Minnesota register with the State Department of Health. Once registered, you will automatically receive re-registration forms every two years. For further information, contact:

Minnesota Department of Health Radiation
121 E 7th Place, Suite 220
PO Box 64975
St. Paul, MN 55164-0975
Telephone: 651/643-2151

II. GOVERNMENT AGENCIES CONTINUED

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, email the ADA at HIPAA@ada.org to obtain additional information. You may also visit the ADA website, www.ada.org where you'll find a wealth of information and continual updates on issues regarding HIPAA.

Members who also have questions about HIPAA can contact Loren Hanson at the MDA Office 651/646-7454 or 800/950-3368.

III. TAXES

Department of Revenue
Mail Station 5510
St. Paul, MN 55146

General Information number to order income tax forms	651/296-3781
Minnesota Care Tax	651/282-5533
MN Withholding Tax	651/282-9999
Order Forms	651/296-4444

Federal Tax I.D. Number

Internal Revenue Service
800/829-3676 or 800/829-1040

Request an application form SS-4 to obtain a Federal Tax I.D. number. This number is required for all businesses that have employees. Also request the following:

- Circular E: Employers Tax Guide
- W-2 Forms
- W-4 Forms
- Form 941: Quarterly Federal Tax Return
- Form 8109: Tax Deposit Coupons

Employee Tax

You must pay employees' monthly withholding taxes and file quarterly reports to the Internal Revenue Service (IRS) and the Minnesota Department of Revenue.

III. TAXES CONTINUED

Federal taxes, social security taxes, Medicare taxes, and federal unemployment taxes are also required to be withheld from each employee's paycheck and forwarded to the IRS, either monthly or quarterly. If you are self-employed, you must make quarterly estimated tax deposits based on your salary. Consult an accountant on the proper way to fulfill this requirement.

Quarterly and Annual Tax Returns

There are different ways to file these forms depending on your business status. Contact an accountant for more information.

Federal and State Unemployment Tax Assessment

These payments are based on the previous three-year history of the practice (even if it was under a previous dentist's name). In most cases, the percentage rate assigned to the practice is multiplied by the total payroll of the previous quarter. You will receive proper forms and instructions after you obtain your federal and state tax numbers.

IV. EMPLOYEES

Interviews

There are a number of legal statutes and restrictions that you need to be aware of regarding fair employment practices (i.e., questions that are discriminatory and you are not allowed to ask). These restrictions also extend to the hiring and dismissal processes.

Information specific to Minnesota on these issues can be obtained by calling the Minnesota Department of Labor and Industry at: 651/284-5005 or 800/342-5354

Dental Manpower Placement

The Minnesota Dental Placement Service is a computerized service, which matches the needs of employees and position-seekers. This service is available to all dentists and dental hygienists. For further information, contact:

Minnesota Dental Placement Service
University of Minnesota School of Dentistry
15-106 Malcolm Moos Tower
515 Delaware Street S.E.
Minneapolis, MN 55455
Telephone: 612/626-0171

If you are a member of the Minnesota Dental Association you will receive the bi-monthly magazine **Northwest Dentistry** which lists Business Opportunities or you may access this information at the MDA website www.mndental/classified/

V. FREQUENTLY ASKED QUESTIONS

- ***How often do I need to go to CPR classes, to maintain my certification?***

Your certification card will have a date for renewal on it. If you took your CPR classes at the Star of the North, you'll need to go to a refresher class every year. Some other programs require re-certification after two years.

- ***Does everyone in my office need to be certified in CPR? Who needs to be?***

No, but you must have at least one person CPR certified and present in the office when dental services are provided.

- ***How many credits do I have?***

Currently the minimum number of required hours of CDE for each five-year cycle is 75. However, at the time of this printing, a proposed law in the Legislature may cause this to change. Please call the Board of Dentistry at 612/617-2250 for the latest information.

- ***I need CE cards.***

Please call the Board of Dentistry at 612/617-2250.

- ***I think a certain patient may be a drug abuser. Who do I notify?***

There are several places that should be notified if you suspect drug abuse in a patient. If your district has a newsletter, a physical description of the suspected abuser and the drug he/she is attempting to obtain could be printed to alert other dentists in your district. Also, call the pharmacies in your area, and your local authorities.

- ***What are the dates of the Star of the North?***

We have dates set through 2006 for the annual session. They are:

(Pre-Session April 23), April 24-26, 2004

(Pre-session April 29), April 30 – May 2, 2005;

(Pre-session April 28), April 29 – May 1, 2006.

The SON will be held at the Saint Paul River Centre thru 2010.

- ***Do you have information on direct reimbursement for my patient?***

Please call Midwest Dental Benefits at 651/647-6673 or 800/836-4098.

- ***Where can I get films and videos?***

The Minnesota Dept of Health film library. Please call 612/676-5091. Members can also get videos from the Minneapolis District 651/631-9845 or Saint Paul District 651/697-0831.

- ***Who do I call to sell/buy a dental practice?***

There are several practice management companies who are advertisers in Northwest Dentistry. In addition, the U of M has a dental placement department; call them at 612/626-0171.

- ***What code do I use for a particular procedure?***

Please call the American Dental Association's Council on Dental Benefits at 800/621-8099, ext. 2753.

- ***How long do I have to keep patient records?***

Please call the Board of Dentistry at 612/617-2250.

V. FREQUENTLY ASKED QUESTIONS CONTINUED

- ***If a patient requests a copy of their records, what should I do?***

Keep the original records. Requests for records should be in writing. You may charge up to \$1.07 per page. No more than \$14.02 can be charged for time spent retrieving and copying records, unless other law or a rule or contract provide for a lower maximum charge; and providers may charge the actual cost of reproducing x-rays.

- ***How much are my dues for next year?***

The ADA and MDA offer reduced fees programs for New Dentists. The total dues after reductions are as follows: (MDA** additional reduction in dues if you were an ASDA member all four years)

<u>Year/Reduction %</u>	<u>ADA</u>	<u>MDA</u>	<u>MDA**</u>	<u>Local</u>
1 st / 25%	\$117	\$160	\$ 96	*
2 nd / 50%	\$233	\$320	\$288	*
3 rd / 75%	\$350	\$479	\$479	*

*Local component fees vary:

\$ 10 – 51	1 st year following graduation
\$ 20 – 103	2 nd year following graduation
\$ 30 – 154	3 rd year following graduation

- ***If I join the MDA today, what will it cost me?***

2004 graduates can be members for the remainder of the calendar year at no charge. However, they must fill out the tripartite membership application (a copy is enclosed in the booklet).

- ***The Dept of Health came out today and checked our x-ray machine. They said to call the MDA for an x-ray manual. May I get one?***

Yes. Each MDA member receives one copy free.

- ***Where do I call with specific questions on x-ray rules?***

Please contact the Dept of Health Radiation Control at 651/643-2151.

- ***What do I do with my hazardous and infectious wastes?***

Please contact the Minnesota Pollution Control Agency at 800/657-3864 or 651/296-6300.

V. FREQUENTLY ASKED QUESTIONS CONTINUED

- ***Who pays for the interpreter for my hearing-impaired patient?***

- Typically, The Americans with Disabilities Act requires the dentist to pay for an interpreter for their hearing impaired patients. However, there are exceptions for “undue burden.” Please call the Americans with Disabilities Act at 800/514-0301 (voice) OR 800/514-0383 (TTY).

- ***I need an assistant/hygienist. Where is the best place to find one?***

- The schools in Minnesota that teach assisting and hygiene are generally the best place to look. Please call the MDA for a list of schools.

- ***What are the average wages for assistants/hygienists in my area?***

- Please call the MDA for the latest information they have available.

- ***Where do I call with specific questions on OSHA requirements?***

- Questions on OSHA compliance should be referred to the Minnesota Dept of Labor and Industry at 651/297-2393.

- ***I want to set up my office to accept credit cards. Where do I start?***

- The ADA offers merchant processing to members. Call 800/767-7526.

- ***Do you know of any continuing education programs in such & such months?***

- The University of Minnesota’s continuing education dept. offers classes both on and off the University campus. Please call them at 612/625-1418. Specialty dental groups also frequently offer seminars, and each district has some seminars they offer at particular times of the year, such as during their mid-winter and annual meetings. The MDA offers seminars from time to time throughout the year, in addition to the annual scientific session seminars at the *Star of the North* meeting.

- ***Where do I call to get information on health, liability, disability, and workers' comp insurances?***

- All MDA-endorsed insurances are administered by TDCIS. Please call 952/525-2075 or 877/245-1070.

- ***There are so many new rules and regulations that I have to follow, how do I keep up?***

- As an MDA member, you can feel confident that you will be updated on all issues regarding dentistry. The MDA regularly sends mailings to its members to keep them apprised on new legislation as it arises. Also, Northwest Dentistry, the bi-monthly official journal of the Minnesota and North Dakota Dental Associations, offers articles pertinent to dentists and their practices. And, you can always contact the MDA with any specific questions you may have regarding your practice.

VI. Other Numbers to Know

National Practitioner Data Bank
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For general information and assistance regarding the National Practitioner Data Bank call the ADA Council on Dental Benefit Programs at 800/621-8099, ext. 2772.

Center for Disease Control	(770) 488-6056
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Better Business Bureau	651/699-1111 or 800/646-6222
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Insurance Regulation in MN	(651)296-2488 or 800/657-3602
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The Minnesota Dental Association and the American Dental Association are excellent resources for the specific needs of dentists. Please do not hesitate to contact them and utilize the services and benefits that are available.

American Dental Association	800/621-8099	or	www.ada.org
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Minnesota Dental Association	800/950-3368	or	612/646-7454
	E-Mail		info@mndental.org
	Website		www.mndental.org

Check List for Starting a Practice

- ___ American Dental Association Membership (Join organized Dentistry ADA, MDA, and local component society 612/646-7454 or 800/950-3368)
- ___ Accountant
- ___ Americans With Disabilities Act Compliance
- ___ Attorney (to review all contracts and agreements before you sign)
- ___ Banker (you need to start developing a relationship with a loan officer)
- ___ Banking Services (checking account, financing, line of credit, loan consolidation)
- ___ Building Permit
- ___ Business License
- ___ Computers
- ___ CPR Training
- ___ Dental Equipment
- ___ Dental Laboratory
- ___ Dental Supply Company
- ___ Employee Taxes
- ___ Hiring Office Personnel
- ___ Insurance (See Organized Dentistry MDA Group Insurance)
- ___ IRS Tax ID Number
- ___ Medical Waste Disposal Regulations
- ___ Minnesota Dental License
- ___ Minnesota Economic Security Department
- ___ MN Infection Control Regulations
- ___ Patient Records System
- ___ Obtain Drug Enforcement Administration (DEA) number
- ___ OSHA Compliance
- ___ Proper Zoning
- ___ Town and City Permit to Practice
- ___ Trash Pick up
- ___ Utilities Hook-up
- ___ Worker's Compensation
- ___ X-ray Machine Registration
- ___ Yellow Pages Advertising (check for deadline to get listed)

We Need Your Feedback

We hope this Dental Road map is helpful in starting your career in dentistry. Your comments will enable the New Dentist Committee to update and improve this resource in subsequent years. We appreciate your time in completing the brief survey and returning it to the address listed below.

MDA Dental Road map User Survey

- 1. Was the Dental Road map helpful in starting your new career? Yes___ No___
- 2. Was there information you found to be incorrect? Yes___ No___
If yes, please comment:_____
- 3. Did we leave out information you would have found beneficial? Yes___ No___
- 4. Was the timing of the delivery appropriate? Yes___ No___
If no, what month of the year would be better for presentation?_____
- 5. Do you have any suggestions for improvement of this resource?

- 6. List any topics you think the Committee on the New Dentist should address:

**Please return survey to
Minnesota Dental Association; Attn: Committee on the New Dentist
2236 Marshall Avenue, Suite 200; Saint Paul, MN 55104 or Fax: 651/646-8246**

Student Address Update Form (Please Print)

Name:_____ Phone:_____

Home address:_____

Office address:_____

Expected Practice Location (city, state)

1st Option:_____

2nd Option:_____

Post Graduate Program_____ Expected Date of Graduation_____

Address:_____