

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)	<input type="checkbox"/> State dental license	Department of professional regulation or state board of dentistry http://www.ada.org/492.aspx
	<input type="checkbox"/> 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
	<input type="checkbox"/> Controlled substance license	Drug Enforcement administration, http://www.deadiversion.usdoj.gov/index.html
Professional Association	<input type="checkbox"/> Join local, state and national dental association	State dental societies www.ada.org/stateorganizations.aspx
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/sections/professionalResources/pdfs/topics_a_malgamwaste_brochure.pdf
	<input type="checkbox"/> HIPAA	http://www.ada.org/2693.aspx
	<input type="checkbox"/> National Provider Identification (NPI)	https://nppes.cms.hhs.gov/NPPES/Welcome.do
Local requirements	<input type="checkbox"/> 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
	<input type="checkbox"/> Zoning Board <input type="checkbox"/> Building Permit	Your state dental society may also provide information. Dental Society Roadmaps http://www.ada.org/3191.aspx
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/3077.aspx?currentTab=1
	<input type="checkbox"/> OSHA Compliance	ADA Catalog – ADA Regulatory Compliance Manual https://siebel.ada.org/ecustomer_enue/start.swe?SWECmd=Start&SWEHo=siebel.ada.org

Taxes	<input type="checkbox"/> State department of revenue	List of state departments of revenue http://www.at-homeworks.com/state_tax.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 <input type="checkbox"/> Life – term & universal <input type="checkbox"/> MedCASH (supplemental to major medical)	ADA Group Insurance Plans/Great-West http://www.insurance.ada.org/ www.naic.org
	<input type="checkbox"/> Professional liability <input type="checkbox"/> Health insurance	https://www.ada.org/members/2364.aspx http://www.ada.org/sections/educationAndCareers/pdfs/insurance.pdf
Other insurances	<input type="checkbox"/> Workman's compensation	www.workerscompensation.com/stateregs.php
	<input type="checkbox"/> Employee fidelity bond	www.employeefidelitybonds.com/
Employees	<input type="checkbox"/> Verify licenses, as needed	
	<input type="checkbox"/> Vaccines and immunizations	http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a3.htm
	<input type="checkbox"/> Employee policies <input type="checkbox"/> Hire staff	<i>Employee Office Manual: A Guide for the Dental Practice</i> www.adacatalog.org
	<input type="checkbox"/> Employment Eligibility (I-9 forms) <input type="checkbox"/> Federal & state labor law posters <input type="checkbox"/> American with Disabilities Act	http://www.uscis.gov/files/form/i-9.pdf Posters http://www.postersolution.com/ www.ada.gov/ (Call 1.800.949.4ADA)
Business Issues	<input type="checkbox"/> 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
	<input type="checkbox"/> Practice financing	ADA Business Resources http://adabusinessresources.com/
Supplies & equipment	<input type="checkbox"/> Dental Buying Guide	Dental manufacturers by name, location and product www.ada.org/537.aspx
Dental lab	<input type="checkbox"/> 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