



DENTAL
PRACTICE

New Dental Practice Checklist



ADA Center for
Professional Success™

New Dental Practice Checklist

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



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Licenses May vary from state to state	<ul style="list-style-type: none"> <input type="checkbox"/> State dental license ADA dental licensure by state map <input type="checkbox"/> Anesthesia and analgesia permit (if needed) ADA contacts for state dental boards <input type="checkbox"/> Controlled substance license U.S. Department of Justice Drug Enforcement Administration (DEA)
Professional Association	<ul style="list-style-type: none"> <input type="checkbox"/> Join local, state and national dental association State Dental Societies
Regulations	<ul style="list-style-type: none"> <input type="checkbox"/> X-ray registration (Check your state government website) State, County, and City Government website locator <input type="checkbox"/> Waste management (Check state and local laws) <ul style="list-style-type: none"> • ADA Best Management Practice for Amalgam Waste • ADA amalgam separator information <input type="checkbox"/> Health Insurance Portability and Accountability Act (HIPAA) HIPAA for Professionals (HHS.gov) <input type="checkbox"/> National Provider Identification (NPI) National Plan and Provider Enumeration System (NPPES) <input type="checkbox"/> Facility Americans with Disabilities Act <input type="checkbox"/> Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) <input type="checkbox"/> Website Check your website for legal risks
Local Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> City or village occupancy permit <input type="checkbox"/> Building permit <ul style="list-style-type: none"> • Contact your county and municipal governments for regulations related to opening a dental practice. • Your state or local dental society may also provide information.
Infection Control & OSHA	<ul style="list-style-type: none"> <input type="checkbox"/> Infection control requirements Centers for Disease Control and Prevention (CDC) Summary of Infection Prevention Practices in Dental Settings <input type="checkbox"/> Job safety and health protection <ul style="list-style-type: none"> • ADA Catalog – The ADA Practical Guide to Effective Infection Control • OSHA's Safety and Health Topics: Dentistry

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Infection Control & OSHA continued

- ☐ OSHA Compliance
 - [ADA Oral Health Topics — Occupational Safety and Health Administration \(OSHA\)](#)
 - [ADA Catalog – OSHA & Infection Control](#)

Taxes

- ☐ State departments of revenue
 - [Internal Revenue Service \(IRS\) — State Government Websites](#)
- ☐ Federal
 - [IRS — Small Business and Self-Employed Business Taxes](#)
- ☐ IRS Taxpayer Identification Number (TIN)
 - [An identification number used by the IRS in the administration of tax laws](#)

Insurance

- ☐ Disability income and office overhead expenses
 - [ADA Group Insurance Plans/Great-West Disability Income Protection Insurance Plan](#)
- ☐ Life — term and universal
 - [ADA Group Insurance Plans/Great-West ADA Members Insurance Plans](#)
- ☐ MedCASH (supplemental to major medical)
 - [ADA Group Insurance Plans/Great-West MedCASH Insurance Plan](#)
 - [National Association of Insurance Commissioners](#)
- ☐ Professional liability
 - [ADA Directory of Professional Liability Insurers \(ADA member login required\)](#)
- ☐ Health insurance
 - [ADA Personal Health Insurance Resources](#)

Other Insurances

- ☐ Workman's Compensation
 - [U.S. Equal Employment Opportunity Commission \(EEOC\) Small Business Requirements](#)
 - [Labor laws and issues](#)
 - [Contact your county and municipal governments for regulations related to opening a dental practice.](#)
 - [Your state or local dental society may also provide information.](#)
- ☐ Employee Fidelity Bonds
 - [Employee Fidelity Bond is a surety bond that covers employers from losses from dishonest and/or negligent actions of their employees.](#)

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Employees	<ul style="list-style-type: none"><input type="checkbox"/> Vaccines and immunizations CDC Recommended Vaccines for Healthcare Workers<input type="checkbox"/> Employee policies ADA Catalog — The ADA Practical Guide to Creating and Updating an Employee Policy Manual<input type="checkbox"/> Hire staff<ul style="list-style-type: none">• ADA Guidelines for Practice Success™ (GPS™) Managing the Dental Team• ADA Checklist for Terminating an Employee (ADA member login required)<input type="checkbox"/> Employment Eligibility (I-9) forms Instructions for employment eligibility verification<input type="checkbox"/> Federal and state labor law posters U.S. Department of Labor Workplace Posters<input type="checkbox"/> American with Disabilities Act Information and Technical Assistance on the Americans with Disabilities Act<input type="checkbox"/> Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE): Check frequently
Business Issues	<ul style="list-style-type: none"><input type="checkbox"/> Define practice structure ADA Joining and Leaving the Dental Practice (ADA member login required)<input type="checkbox"/> Practice financing ADA Member Advantage Practice Financing and Commercial Real Estate — BMO Harris Bank
Supplies & Equipment	<ul style="list-style-type: none"><input type="checkbox"/> ADA Dental Product Guide Dental manufacturers by name, location and product<input type="checkbox"/> Maintain safe equipment ADA Dental Equipment Safety Checklist (ADA member login required)
Dental Lab	<ul style="list-style-type: none"><input type="checkbox"/> Select a dental lab National Association of Dental Laboratories

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Below is a list of ADA practice management and regulatory publications and guidebooks frequently requested by dentists opening new practices.

Visit [ADA Catalog](#) or call **1.800.947.4746**.

- *[The ADA Practical Guide to HIPAA Compliance](#)*
- *[Building or Refreshing Your Dental Practice: A Guide to Dental Office Design](#)*
- *[The ADA Practical Guide to Creating and Updating an Employee Policy Manual](#)*
- *[ADA Practice Starter Kit](#)*
- *[A Dentist's Guide to the Law: 228 Things Every Dentist Should Know](#)*

Resources available to members on the ADA Center for Professional Success

- [ADA Guidelines for Practice Success™ \(GPS™\)](#)
- [ADA Amalgam Resource page](#)
- [Hiring? Check the LEIE Status](#)
- [Dental Benefits](#)
- [ADA Coronavirus \(COVID-19\) Center for Dentists](#)