



2023 ROAD MAP TO PRACTICING DENTISTRY IN MINNESOTA

March 2023



This road map is a listing of some of the important things you need to know in order to practice dentistry in Minnesota. The Minnesota Dental Association's New Dentist Committee compiled this information as a tool to help new dentists. It isn't possible to include everything you need to know about the business of dentistry, but we hope this will help you get started on the right road.

*If you're a recent graduate or newly licensed, you can join the association free for the year. Just **fill out the application** and return it to the MDA. ada.org/levelup*

I. ORGANIZED DENTISTRY

NEW GRADUATES ENTERING THE WORKFORCE

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 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.** ada.org/levelup

Those who complete the application will be eligible for the reduced dues program for four 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.

GRADUATE STUDENT MEMBERS

If you are going into a post-graduate program, you can **join the ADA** as a graduate student member for just \$0. Once you complete your training, the ADA Reduced Dues Program begins the following year. The MDA also offers free post graduate membership.

MINNESOTA DENTAL ASSOCIATION

1335 Industrial Boulevard NE, Suite 200

Minneapolis, MN 55413-4801

800.950.3368 | 612.767.8400 | FAX 612.767.8500

info@mndental.org | www.mndental.org

The Minnesota Dental Association and the American Dental Association have excellent resources for the specific needs of dentists. Please do not hesitate to contact us and utilize the services and benefits that are available.

AMERICAN DENTAL ASSOCIATION

800.621.8099 | 312.440.2500

www.ada.org

MINNESOTA DENTAL ASSOCIATION

800.950.3368 | 612.767.8400

info@mndental.org | www.mndental.org

MINNESOTA DENTAL ASSOCIATION BENEFITS AND SERVICES

The Minnesota Dental Association offers 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 612.767.8400 or 800.950.3368 or visit www.mndental.org.

MDA MEMBER BENEFITS & SERVICES

Minnesota Dental Association
1335 Industrial Boulevard NE, Suite 200
Minneapolis, MN 55413-4801
612.767.8400 | 800.950.3368 | FAX 612.767.8500
info@mndental.org | www.mndental.org

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 private office and referral system for those seeking assistance. Members and their families are encouraged to seek confidential assistance as early as possible.

DENTISTS CONCERNED FOR DENTISTS

651.275.0313 | 800.632.7643
www.dcdmn.com

THE DENTIST WELLNESS PROGRAM

The Minnesota Dental Association has contracted with the Sand Creek Group to provide what is commonly called “Employee Assistance Program” services to all Minnesota dentists and their family members.

The Minnesota Dentist Wellness Program offers a Consulting and Counseling service to help Minnesota dentists with the many stressors that impact their lives and their practice. Sand Creek has been serving Minnesota dentists since 2003. This service is offered free of charge from the Minnesota Dental Association to all Minnesota dentists and their families. Call 888.243.5744 or 651.430.3383; help is available by phone 24 hours a day, 7 days a week. Face to face help is offered through Counseling and Consulting network with over 500 offices in Minnesota.

If you’re a member of the MDA, Sand Creek Group also offers a comprehensive web-based information resource that provides dentists and their families with a treasure trove of interactive tools and current information about child care, adoption, education, eldercare, wellness and everyday life issues. Go to www.mndental.org Member Center tab and select the “Dentist Wellness” section.

HEALTH PROFESSIONALS SERVICES PROGRAM

Health professionals, like anyone else, are susceptible to substance, psychiatric and medical illnesses. If left untreated, these can put even the finest clinicians and their patients at risk. Many do not get the help they need due to social stigma, fear of exposure, or lack of awareness. HPSP can help, call 651.643.2120.

CONTRACT ANALYSIS PROGRAM

MDA committees have monitored innovations in dental health care plans and attempted to influence the provisions in these programs to ensure 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. Visit www.starofthenorthmeeting.org.

ONLINE MARKETPLACE RESOURCE

If you're seeking employment, visit Hesy-Re.com. Hesy-Re is an online platform that uses an algorithm and ranking system to match dentists, business owners with potential buyers, or hiring managers with potential employees. The Minnesota Dental Association offers a dental placement service to forth year dental students at no cost. Looking for a job? Visit Hesy-Re.com.

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 designated.

MDA NEWS

MDA NEWS 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 member dentists and their patients. Peer review provides an impartial, easily accessible and generally expedient means for resolving misunderstandings regarding dental treatment.

STAR OF THE NORTH MEETING

www.starofthenorthmeeting.org

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 continuing education opportunity 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.

One solution. Priceless hours saved.

Tired of endless paperwork for credentialing with multiple plans?

The ADA® credentialing service, powered by CAQH ProView® is a digital solution to help streamline the process so you and your team can spend more time on patients and less time on paperwork.



Learn more at
ADA.org/credentialing

CAQH
Solutions

PROVIEW®

ADA American
Dental
Association®

ROADMAP OF YOUR CAREER

The Minnesota Dental Association knows there are five distinct stages of your career in dentistry. As a member, the MDA stands ready to assist you at every mile marker along the road – from dental school to retirement. This is just a sample of the benefits and services available to MDA members.

MILE
1

DENTAL SCHOOL

- Debt management
- \$50,000 free life insurance
- Mentorship
- Job bank and job search assistance
- Leadership training
- Health, life, and disability Insurance
- Practice management seminars
- Preparation assistance with National Board exams
- Credit card

MILE
2

BEGINNING YOUR CAREER (0–5 years of practice)

- Job bank/classifieds
- “Hiring or Becoming an Associate” best practices guide
- Free or reduced dues (through the first four years)
- Health, life, and disability insurance
- Professional and business liability insurance discount (45% first and second year, 25% third year)
- Free attendance at Star of the North Meeting

MILE
3

STARTING A PRACTICE (6–10 years of practice)

- Third-party payer consulting
- “Hiring or Becoming an Associate” best practices guide
- “Buying a Practice & Leasing Commercial Property” guides
- Employment practices materials
- Medical coverage for you and your employees
- Free attendance at Star of the North Meeting
- Professional and business liability insurance

MILE
4

ENRICHING YOUR CAREER (11–25 years of practice)

- Third-party payer consulting
- Employment practices materials
- Long-term care
- Free attendance at Star of the North Meeting
- Professional and business liability insurance
- Waste management
- Planned giving

MILE
5

PREPARING FOR RETIREMENT (20+ years of practice)

- “Roadmap to Retirement” guide and sample letters
- Professional and business liability insurance with lifetime tail coverage
- Medicare Supplement insurance
- Part-time professional liability premium discount (40–50% based on hours worked)
- Long-term care insurance



BENEFITS THROUGHOUT YOUR CAREER

- Legislative advocacy
- MDA website
- Leadership opportunities
- Northwest Dentistry, MDA News, and News & Views



AMERICAN DENTAL ASSOCIATION BENEFITS & SERVICES

GETTING STARTED: IMPORTANT INFORMATION & NUMBERS TO KNOW

AMERICAN DENTAL ASSOCIATION

211 East Chicago Avenue
Chicago, IL 60611
800.621.8099

TOLL-FREE NUMBER

Access the experience and resources of the ADA through the convenience of a toll-free line for members listed above.

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	Protective: 866.607.5338 adaprotective.com

PROGRAMS FOR NEW DENTISTS 800.621.8099, ext. 2779

The New Dentist Committee (NDC) addresses the issues that concern and impact recent graduates, thus ensuring your success in a rapidly changing world. The committee provides recommendations on policies and programs that meet the needs of new dentists. A standing committee of the ADA Board of Trustees, the NDC 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 800.621.8099, ext. 2779

The annual National Conference on the New Dentist offers special programs for new dentists, featuring clinical, practice management, leadership and professional issues.

MARKETPLACE & MANAGED CARE RESOURCES 800.947.4746

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 Customer Service for the following publications: A Dentists Guide to Managed Care, Marketplace Information, Managed Care Resource Packet, Understanding your Dental Benefits Plan, and Selecting a Dental Benefits Plan: Guide for Employers.

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.

C.E. & LIFELONG LEARNING SEMINAR LINE 800.621.8099, ext. 2908

CONTRACT ANALYSIS SERVICE 612.767.8400 or 800.950.3368

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.

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 MGMT & MARKETING RESOURCES FOR MEMBERS 800.621.8099

ADA DENTAL BENEFITS CONCIERGE

800.621.8099

Staff from the Center for Dental Benefits, Coding and Quality can help dentists with dental benefits-related and coding problems, questions and concerns. Call or email dentalbenefits@ada.org. Previous installments in the Decoding Dental Benefits series are available at www.ada.org/publications/cdt.

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.

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. 2742

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)*. Contact the Career Center at careercenter.ada.org.

LEGAL AFFAIRS

800.621.8099, ext. 1608

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

ADVOCACY

800.621.8099, ext. 1608

Support the “voice of the dental profession” – your voice in Congress – now addressing critical issues.



HIRING? BUYING? LOOKING? SELLING?

Hiring dental professionals? Retiring and want to sell your practice? On the job hunt? **Hesy-Re.com** is your one-stop-shop for all of that – and more!

- Filter job opportunities by location, job category, specialty, experience level, part-time vs. full-time, and more.
- Search practice listings based on location, gross revenue, patient count, and more.
- Set your search preferences and sign up to receive new matches by email.

FIND THE NEXT OPPORTUNITY:
HESY-RE.COM

 **Hesy-Re®**
presented by the Minnesota Dental Association

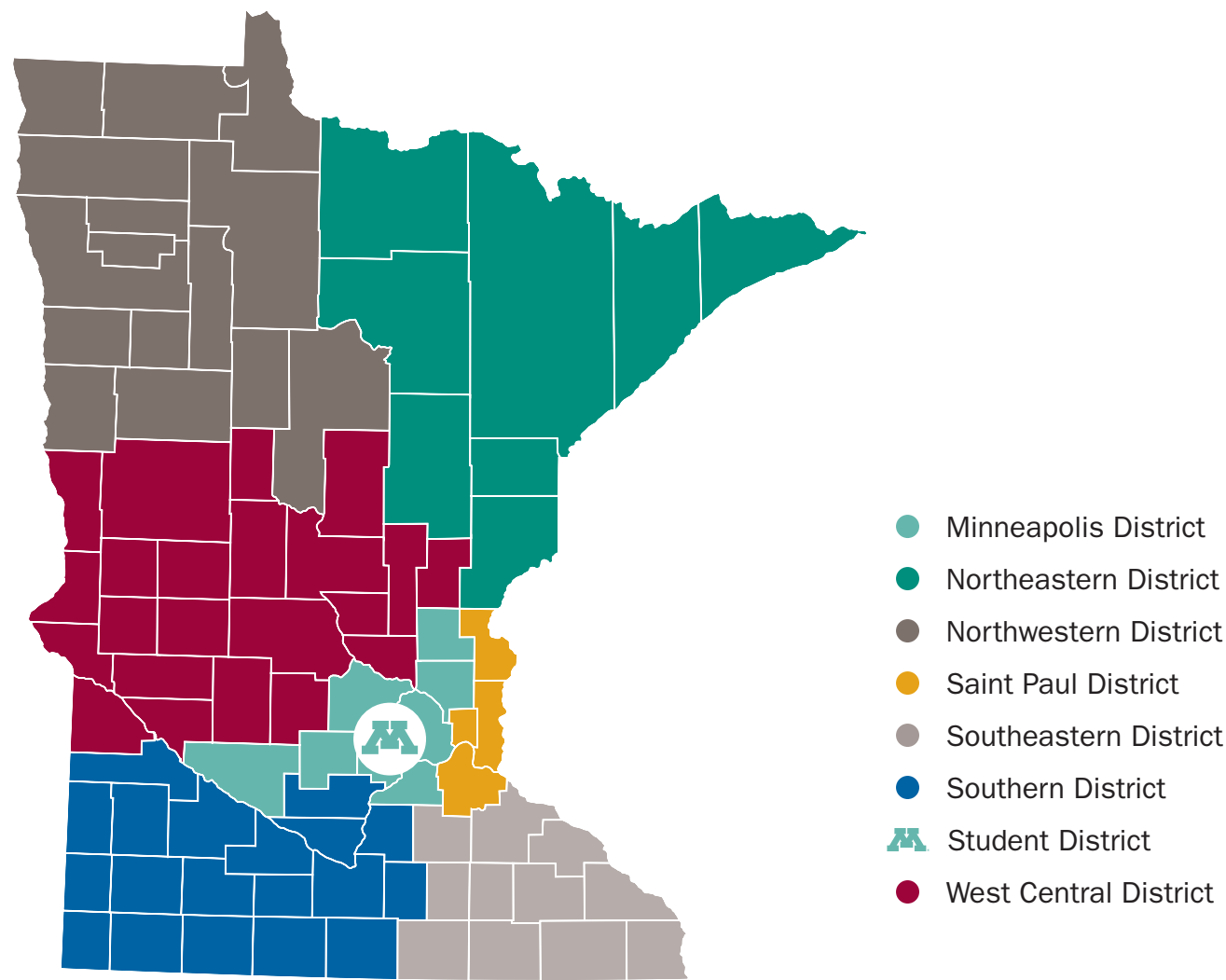
DENTAL OPPORTUNITY MARKETPLACE

FIND A JOB | HIRE | BUY PRACTICE | SELL PRACTICE | USED EQUIPMENT

LOCAL COMPONENT SOCIETY

The MDA is divided into 8 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.

For district contact information, please contact the MDA at 612.767.8400 or info@mndental.org.



II. GOVERNMENT AGENCIES

MINNESOTA BOARD OF DENTISTRY

335 Randolph Ave., Ste. #250
St. Paul, MN 55102
612.617.2250 | 888.240.4762 | Dental.Board@state.mn.us
mn.gov/boards/dentistry

DENTAL LICENSE-FILING APPLICATION FOR LICENSURE BY EXAMINATION:

To find your fee, click the link at: www.mndental.org/roadmap

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 second fee is your initial licensure fee and is also non-refundable. This fee covers the period from your initial licensure date until you reach your first biennial renewal. The Board will inform you of this fee once your application is reviewed and found to be complete. 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 CE requirements are established by the Board of Dentistry and outlined in its rules.

PROFESSIONAL DEVELOPMENT REQUIREMENTS: View link at www.mndental.org/roadmap

PORTFOLIO CONTENTS: View link at www.mndental.org/roadmap

FUNDAMENTAL COURSES: View link at www.mndental.org/roadmap

SELF-ASSESSMENT: Completion of this self-assessment is a required part of your professional development portfolio. You are expected to place the completed assessment in your portfolio. In the event you are audited, the Board will review this document to ensure that it has been completed. View link at www.mndental.org/roadmap

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 or 888.240.4762.

Website: mn.gov/boards/dentistry

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
mn.gov/admin/bookstore

SCOPE OF PRACTICE FOR HYGIENISTS AND LICENSED DENTAL ASSISTANTS: View link at www.mndental.org/roadmap

DENTAL THERAPISTS: View link at www.mndental.org/roadmap

VERIFYING A LICENSE: View link at www.mndental.org/roadmap

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 312.413.1407
REGIONAL "GREAT LAKES" 800.949.4ADA (800.949.4232) | 312.413.1407

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, ext. 3. www.irs.com

MINNESOTA DEPARTMENT OF REVENUE for a registration of a new business and a state employer identification number, at 651.282.5225. To apply for a Minnesota Tax ID number or to notify the Department of Revenue of any changes, call 651.296.6181.

MINNESOTA DEPARTMENT OF ECONOMIC SECURITY for registration with the State Unemployment Compensation Program. Request UC number 651.296.6141.

SMALL BUSINESS ASSISTANCE OFFICE regarding any requirements specific to doing business in the community in which you plan to practice call 651.556.8425 or 800.310.8323. mn.gov/deed/business/help/sbao

DENTAL PROFESSIONAL FIRM REGISTRATION WITH THE BOARD OF DENTISTRY: View link at www.mndental.org/roadmap

DEPARTMENT OF HUMAN SERVICES

MINNESOTA PROVIDER CALL CENTER: 651.431.2700

The Minnesota Health Care Programs (MHCP) dental program provides medically necessary, cost-effective oral health care to MHCP recipients. This care meets specific limits outlined in state statutes and rules and have been adopted by DHS and explained in this manual. Services provided must be medically necessary and meet dental community standards of care. To view the Dental Provider Manual please find their link at www.mndental.org/roadmap.

AMERICANS WITH DISABILITIES ACT:

MDA WEBSITE RESOURCES: View link at www.mndental.org/roadmap



HAZARDOUS & INFECTIOUS WASTE

For information on compliance with hazardous and infectious waste regulations, you may contact the county in which your business is located in. Or, contact:

Minnesota Pollution Control Agency
520 Lafayette Road
Saint Paul, MN 55155
651.296.6300 | 800.657.3864

COUNTY CONTACT INFORMATION

Anoka County 763.342.3400
Carver County..... 952.361.1800
Dakota County..... 952. 891.7557
Hennepin County 612.348.3777
Ramsey County..... 651.266.1199
Scott County..... 952.496.8177
Washington County 651.430.6655

HAZARDOUS WASTE DISPOSAL COMPANIES: View link at www.mndental.org/roadmap

ENVIRONMENTAL PROTECTION AGENCY RULE IN REGARD TO AMALGAM SEPARATORS: On June 14, 2017, the Environmental Protection Agency (EPA) promulgated a final rule (40 CFR Part 441) under the Clean Water Act to reduce discharges of mercury into publicly owned treatment works (POTWs). The rule requires all affected dental practices to install and maintain amalgam separators and use at least two of the ADA Best Management Practices for Amalgam Waste by July 14, 2020. To comply, affected dental practices must install an amalgam separator that meets the International Organization for Standardization (ISO) Standard for Amalgam Separators, ISO 11143. Practices within the seven-county metropolitan area that already comply with MCES Section 307 will also comply to the new EPA rule. The rule does not apply to specialty dental practices where the practice exclusively conducts procedures related to oral pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics, periodontics, or prosthodontics.

NARCOTICS LICENSE

Call the DEA to request application form DEA-224 to obtain a license to prescribe drugs. There is an application fee, which is on a three year renewal period.

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

MN Drug Enforcement Administration Diversion Group
100 S Washington Ave, #800
Minneapolis, MN 55401
612.344.4100 | 800.882.9539

View link at www.mndental.org/roadmap for applications.

REGISTRATION HELP: Contact DEA Registration Service Center at 800.882.9539

DEA FREQUENTLY ASKED QUESTIONS: View link at www.mndental.org/roadmap

DEA FORM 222 – OFFICIAL ORDER FORMS: View link at www.mndental.org/roadmap

MINNESOTA PRESCRIPTION MONITORING PROGRAM (PMP)

The Minnesota Prescription Monitoring Program (PMP) is administered by the MN Board of Pharmacy (BOP), and collects prescription data on all schedules II-V controlled substances as well as butalbital and gabapentin regardless of how the prescription was paid for (cash, insurance, etc.) All prescribers of CII-V must establish an account. For more information, call 651.201.2826, email minnesota.pmp@state.mn.us. Find their website at www.mndental.org/roadmap.

MDA OPIOID PROTOCOL

The MDA Opioid Protocol was developed to provide guidance on the assessment and non-opioid management of dental pain, provide alternatives to opioid use, and to support the ongoing education of dental providers regarding managing oral and facial pain in a dental clinic setting. For more information and to view the protocol visit: www.mndental.org/roadmap

MDH OPIOID PRESCRIBING GUIDELINES: View link at www.mndental.org/roadmap

Educate Your Patients

Visit the Minnesota Dental Association's online store to order materials.



PAIN MANAGEMENT

This patient brochure educates on the dangers of opioid use and offers information on opioid alternatives as well as storing and using opioids safely.



THE POWER OF SOUR

The Power of Sour materials provide information on the negative effects of eating sour candies.



SIP ALL DAY, GET DECAY

Sip All Day explains to kids, teens, parents, and school administrators the health consequences of sipping pop all day.



VAPING & ORAL HEALTH

This brochure educates on the oral health risks of vaping through the use of e-cigarettes.

ORDER TODAY:
www.mndental.org/store



OSHA

Occupational Safety and Health Administration

Minnesota OSHA is administered by the Department of Labor and Industry.

443 Lafayette Road North

Saint Paul, MN 55155

651.284.5050 | 877.470.6742

View link at www.mndental.org/roadmap

OSHA AND INFECTION CONTROL MDA RESOURCES: View link at www.mndental.org/roadmap

ADA OSHA AND INFECTION CONTROL COMPLIANCE KIT: View link at www.mndental.org/roadmap

SAFE PATIENT HANDLING: MN OSHA Workplace Safety Consultation (WSC) is available to work with employers and employees to solve safe-patient-handling issues before problems can occur, it offers free, voluntary, on-site consultation services.

View link at www.mndental.org/roadmap

CDC GUIDELINES

SUMMARY OF INFECTION PREVENTION PRACTICES IN DENTAL SETTINGS: BASIC EXPECTATIONS FOR SAFE CARE:

View link at www.mndental.org/roadmap

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:

National Labor Relations Board

212 3rd Ave. S., Suite 200

Minneapolis, MN 55401-2221

612.348.1757

“Employee Rights” NLRB poster is available to download in PDF format, visit www.nlrb.gov/news-publications/publications/employee-rights-poster. 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” www.eeoc.gov/employers/eeo-law-poster

“Your Rights Under the Fair Labor Standards Act” and “Polygraph Protection Act”

651.284.5005

LABOR POSTERS: View link at www.mndental.org/roadmap

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, the MDH will send out re-registration reminders via mail. Registration is required annually and with any new piece of equipment acquired throughout the year. All equipment and facility notifications should be made through the online Verification System. Effective May 18, 2018, registrants who have completed their data verification can make online payments through the system. For further information, contact:

Minnesota Department of Health Radiation Control
121 East 7th Place Suite 220
PO Box 64975
St. Paul, MN 55164-0975
651.201.4545

MINNESOTA DEPARTMENT OF HEALTH RADIOLOGY DIVISION RULES AND REGULATIONS: View link at www.mndental.org/roadmap

FACILITY REGISTRATION: View link at www.mndental.org/roadmap

REGISTRATION RENEWAL SCHEDULE: View link at www.mndental.org/roadmap

INITIAL REGISTRATION: Facilities not registered with MDH, under new ownership, or satellite offices that have not been registered must fill out the Initial Registration Form. New facilities obtaining x-ray equipment must pay fees and register their facility prior to first use of the equipment. New facilities will receive an invite to our online Verification System after registration payment is processed. View link at www.mndental.org/roadmap

ADDITIONAL REGISTRATION: Facilities that are currently registered with MDH who have a new console or tube must fill out the Additional Registration Form or notify MDH in the online Verification System within 30 days and prior to first use of the equipment. View link at www.mndental.org/roadmap

CHANGE IN FACILITY INFORMATION: Facilities that have a change in facility information to their demographics, contacts or equipment should make that change in the online Verification System. health.xray@state.mn.us

SAMPLE RADIATION SAFETY MANUAL: View link at www.mndental.org/roadmap

SAMPLE ANNUAL RADIATION SAFETY AUDIT FORM: View link at www.mndental.org/roadmap

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.

MDA RESOURCES ON HIPAA PRIVACY AND SECURITY: View link at www.mndental.org/roadmap

ADA RESOURCES ON HIPAA PRIVACY AND SECURITY: View link at www.mndental.org/roadmap

ADA HIPAA AUDITS CHECKLIST: View link at www.mndental.org/roadmap

ADA HIPAA COMPLIANCE KIT: View link at www.mndental.org/roadmap

III.TAXES

MINNESOTA TAX INFORMATION

Department of Revenue
600 Robert St N
St. Paul, MN 55146

Individual Tax Help Line	651.296.3781
Minnesota Care Tax	651.282.5533
MN Withholding Tax	651.282.9999
Automated Help Line	651.296.4444
Website	www.revenue.state.mn.us

FEDERAL TAX I.D. NUMBER

INTERNAL REVENUE SERVICE

800.829.3676 | 800.829.1040

SAINT PAUL IRS OFFICE

430 N Wabasha St
Saint Paul, MN 55101
651.312.8082 | 844.545.5640

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.

Federal taxes, social security taxes, Medicare taxes, and federal unemployment taxes are also required to be withheld from each employee's pay check 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. View link at www.mndental.org/roadmap.



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. Find website by visiting at www.mndental.org/roadmap.



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?

The Board of Dentistry requires every licensee or certified dental professional in Minnesota to maintain certification in CPR.

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. Contact the PMP (MN Prescription Monitoring Program) at 651.201.2836. 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?

Visit www.starofthenorthmeeting.org for dates.

WHO DO I CALL TO SELL/BUY A DENTAL PRACTICE?

Hesy-Re.com, a web app from the Minnesota Dental Association, showcases a marketplace for buying and selling dental practices, posting and searching for jobs, as well as dental equipment. There are also several practice management companies who are advertisers in Northwest Dentistry.

Contact Mia Stranberg or Stephanie Leclair at 612.767.8400.

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. 2773.

HOW LONG DO I HAVE TO KEEP PATIENT RECORDS?

Please call the Board of Dentistry at 612.617.2250 or toll-free at 888.240.4762.

IF A PATIENT REQUESTS A COPY OF THEIR RECORDS, WHAT SHOULD I DO?

Keep the original records. Requests for records should be in writing. A health care provider may charge a fee for the first copy of the “appropriate record” when provided to the payer to substantiate a service being billed. An “appropriate record” is a legible medical record or report which substantiates the nature and necessity of a service being billed and its relationship to the work injury. For all other copies of records, the health care provider may charge a retrieval fee and fee per page. The health care provider may also charge actual postage, Minnesota sales tax, and notary fees. Visit www.mndental.org/roadmap for links on more information regarding record requests.

IF I JOIN THE MDA TODAY, WHAT WILL IT COST ME?

Recent graduates can be members for the remainder of the calendar year at no charge. However, they must fill out the online tripartite membership application at www.mndental.org/join.

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, as a member you can download the document from the MDA website at www.mndental.org. The new document may be downloaded by selecting the Member Center section, Rules & Regulations, and going to the Health & Safety section. If you would like a hard copy sent to you call the MDA office at 612.767.8400.

WHERE DO I CALL WITH SPECIFIC QUESTIONS ON X-RAY RULES?

Please contact the Department of Health Radiation Control at 651.201.4545.

WHAT DO I DO WITH MY HAZARDOUS AND INFECTIOUS WASTES?

Please contact the county in which your business is located, or the Minnesota Pollution Control Agency at 800.657.3864 or 651.296.6300. Or contact the MDA's endorsed vendor, LB Medwaste at 888.526.3392.

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. Find their website link at www.mndental.org/roadmap.

I NEED AN ASSISTANT/HYGIENIST. WHERE IS THE BEST PLACE TO FIND ONE?

Hesy-Re.com, a web app from the Minnesota Dental Association, allows employers to post job opportunities and look at job seeker profiles.

DO YOU KNOW OF ANY CONTINUING EDUCATION PROGRAMS IN SUCH & SUCH MONTHS?

The U of M's continuing education dept. offers classes both on and off the University campus. Please call them at 612.624.4000, or email ccapsinfo@umn.edu. 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.

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 Dental Association, offers articles pertinent to dentists and their practices. And, you can always feel free to call the MDA with any specific questions you may have regarding your practice.

WHAT IF A PATIENT COMES IN AND DOESN'T SPEAK ENGLISH?

Section 1557 of the Patient Protection and Affordable Care Act addresses the obligation to take reasonable steps to provide meaningful access. It requires the Director to evaluate, and give substantial weight to, the nature and importance of the health program or activity and the particular communication at issue to the individual with limited English proficiency, and to take into account all other relevant factors, including whether the entity has developed and implemented an effective language access plan, appropriate to its particular circumstances. Learn more by visiting the link at www.mndental.org/roadmap.

VI. OTHER NUMBERS TO KNOW

NATIONAL PRACTITIONER DATA BANK	800.767.6732
CENTER FOR DISEASE CONTROL	800.232.4636
BETTER BUSINESS BUREAU	651.699.1111 800.646.6222
INSURANCE REGULATION IN MINNESOTA	651.539.4039 mn.gov/commerce/industries/insurance

NATIONAL PROVIDER IDENTIFIER (NPI)

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated the adoption of a standard unique identifier for health care providers. The National Plan and Provider Enumeration System (NPPES) collects identifying information on health care providers and assigns each a unique National Provider Identifier (NPI). If you are a Health Care Provider, the National Provider Identifier (NPI) is your standard unique identifier. If you are a covered Health Plan, the National Health Plan Identifier (NPlan ID) is your standard unique identifier. The Centers for Medicare & Medicaid Services (CMS) has developed the National Plan and Provider Enumeration System (NPPES) to assign these unique identifiers. CMS has contracted with Fox Systems, Inc. to serve as the NPI Enumerator. The NPI Enumerator is responsible for dealing with health plans and providers on issues relating to unique identification. They may be contacted by the following ways:

800.465.3203 (NPI Toll Free)
customerservice@npienumerator.com

NPI ENUMERATOR
PO Box 6059
Fargo, ND 58108-6059

VII. STARTING A PRACTICE

CHECK LIST FOR STARTING A PRACTICE

- _____ American Dental Association Membership (Join organized Dentistry ADA, MDA, and local component society; 612.767.8400 or 800.950.3368 – MDA office in Minneapolis)
- _____ 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 Insurance)
- _____ IRS Tax ID Number
- _____ Medical Waste Disposal Regulations
- _____ Minnesota Dental License
- _____ Minnesota Economic Security Department
- _____ CDC/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)