

# NEW PRACTICE CHECKLIST

*This checklist and resources can help dentists tackle common issues when opening new practices. For more info, contact the NYS Dental Association at 800-251-2100 to speak with a NYSDA staff member.  
**Practice requirements may vary by location.***

## NYSDA RESOURCES

Membership Concierge: [concierge@nysdental.org](mailto:concierge@nysdental.org)

<input type="checkbox"/>	Check out the NYSDA New Dentist page	<a href="http://nysdental.org/newdentist">nysdental.org/newdentist</a>
<input type="checkbox"/>	Join the NYSDA Legal Protection Plan	<a href="http://nysdental.org/LPP">nysdental.org/LPP</a>
<input type="checkbox"/>	Consult the NYSDA Legal Services Panel	<a href="#">NYSDA Legal Services Panel - Entity Creation (PDF)</a>
<input type="checkbox"/>	Obtain a Bank of America Practice Loan	<a href="http://nysdental.org/endorsed">nysdental.org/endorsed</a>
<input type="checkbox"/>	Forms & Documents for Your Practice	<a href="http://nysdental.org/forms">nysdental.org/forms</a>
<input type="checkbox"/>	Managed Care Contract Analysis	<a href="#">The Value of Covenants Not to Compete (PDF)</a>

## LICENSES

<input type="checkbox"/>	State Dental License	Department of professional regulation or state board of dentistry: <a href="http://op.nysed.gov/renewalinfo.htm">op.nysed.gov/renewalinfo.htm</a>
<input type="checkbox"/>	Aesthesia and analgesia permit (if needed)	Department of professional regulation or state board of dentistry: <a href="http://op.nysed.gov/prof/dent/dentanesthes.htm">op.nysed.gov/prof/dent/dentanesthes.htm</a>
<input type="checkbox"/>	Controlled substance license	Drug Enforcement Administration (DEA): <a href="http://deaddiversion.usdoj.gov/index.html">deaddiversion.usdoj.gov/index.html</a>

## REGULATIONS

<input type="checkbox"/>	Radiation Equipment Registration	<a href="http://health.ny.gov/environmental/radiological/faqs/radequip.htm">health.ny.gov/environmental/radiological/faqs/radequip.htm</a>
<input type="checkbox"/>	Waste Management	NYS Law: <a href="http://dec.ny.gov/chemical/8513.html">dec.ny.gov/chemical/8513.html</a> Solmetex Amalgam Recycling: <a href="http://nysdental.org/endorsed">nysdental.org/endorsed</a>
<input type="checkbox"/>	Consult the NYSDA Legal Services Panel	<a href="#">NYSDA Legal Services Panel</a>
<input type="checkbox"/>	HIPAA	NYSDA: <a href="http://nysdental.org/HIPAA">nysdental.org/HIPAA</a> ADA: <a href="#">Practical Guide to HIPAA Compliance: Privacy and Security Manual</a>
<input type="checkbox"/>	National Provider Identification (NPI)	<a href="http://nppes.cms.hhs.gov">nppes.cms.hhs.gov</a>

## LOCAL REQUIREMENTS

<input type="checkbox"/>	City or village occupancy permit	Contact your <a href="#">local dental society</a> and/or your county & municipal governments for regulations related to opening a dental practice.
<input type="checkbox"/>	Zoning Board	
<input type="checkbox"/>	Building Permit	

## INFECTION CONTROL & OSHA

<input type="checkbox"/>	Infection control requirements	CDC: <a href="http://cdc.gov/infectioncontrol/index.html">cdc.gov/infectioncontrol/index.html</a> New York State Dental Foundation (NYSDF): <a href="#">Infection Control and HazCom Compliance Course</a> ADA: <a href="#">Practical Guide to Effective Infection Prevention and Control</a>
<input type="checkbox"/>	OSHA Compliance/Job Safety & Health Protection	<a href="http://osha.gov">osha.gov</a> ADA: <a href="#">OSHA Compliance</a> ADA: <a href="#">Complete OSHA Compliance Kit &amp; Practical Guide to OSHA Compliance Manual</a>

## TAXES

<input type="checkbox"/>	NY State Department of Revenue	<a href="http://irs.gov/businesses/small-businesses-self-employed/new-york">irs.gov/businesses/small-businesses-self-employed/new-york</a>
<input type="checkbox"/>	Federal	<a href="http://irs.gov/businesses/small-businesses-self-employed/starting-a-business">irs.gov/businesses/small-businesses-self-employed/starting-a-business</a>
<input type="checkbox"/>	IRS Employer Identification Number (EIN)	<a href="http://irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online">irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online</a>

## INSURANCE

<input type="checkbox"/>	Disability income & office overhead expenses	ADA Group Insurance Plans/Great-West <a href="http://insurance.ada.org">insurance.ada.org</a>
--------------------------	--	---

<input type="checkbox"/>	Life – Term & Universal	<a href="https://nysdental.org/LPP">nysdental.org/LPP</a>
<input type="checkbox"/>	Professional Liability	MLMIC: <a href="https://nysdental.org/endorsed">nysdental.org/endorsed</a> & <a href="https://mlmic.com/dentists">mlmic.com/dentists</a>
<input type="checkbox"/>	Cyber Liability	<a href="https://nysdental.org/endorsed">nysdental.org/endorsed</a>

## OTHER INSURANCES

<input type="checkbox"/>	Worker's Comp	<a href="https://workerscompensation.com">workerscompensation.com</a>
<input type="checkbox"/>	Employee Fidelity Bond	<a href="https://wwisinc.com">wwisinc.com</a>

## EMPLOYEES

<input type="checkbox"/>	Employee policies	ADA: <a href="#">Practical Guide to Creating and Updating an Employee Policy Manual</a>
<input type="checkbox"/>	Hire associates & staff	ADA: <a href="#">Dentist Employment Agreements</a> & <a href="#">Practical Guide to Creating and Updating an Employee Policy Manual</a>
<input type="checkbox"/>	Employment Eligibility (I-9 forms)	<a href="https://uscis.gov/i-9">uscis.gov/i-9</a>
<input type="checkbox"/>	Federal & state labor law posters	NYS: <a href="https://dol.ny.gov/posting-requirements-0">dol.ny.gov/posting-requirements-0</a> Federal: <a href="https://dol.gov/general/topics/posters">dol.gov/general/topics/posters</a>
<input type="checkbox"/>	Americans with Disabilities Act	<a href="https://ada.gov">ada.gov</a> or call: 800-514-0301

## BUSINESS ISSUES

<input type="checkbox"/>	Define practice structure	NYSDA: <a href="#">What Every Dentist Should Know, A Guide to New York's Dental Practice Act</a>
<input type="checkbox"/>	Practice financing	NYSDA: <a href="#">Bank of America Practice Loans</a> ADA: <a href="#">Valuing a Practice: A Guide for Dentists</a> ADA: <a href="https://adabusinessresources.com">adabusinessresources.com</a>

## SUPPLIES & EQUIPMENT

<input type="checkbox"/>	TDSC.com, Powered by Henry Schein	<a href="https://dentalsupplies.tdsc.com/newyork">dentalsupplies.tdsc.com/newyork</a>
--------------------------	-----------------------------------	---

## DENTAL LAB

<input type="checkbox"/>	Select a dental lab	National Association of Dental Laboratories: <a href="https://nadi.org/index.cfm">nadi.org/index.cfm</a>
--------------------------	---------------------	--

## OTHER

<input type="checkbox"/>	Download ADA Member App	<a href="https://ada.org/ada-member-app">ada.org/ada-member-app</a>
<input type="checkbox"/>	Verify licenses, as needed	<a href="https://op.nysed.gov/opsearches.htm#nme">op.nysed.gov/opsearches.htm#nme</a>
<input type="checkbox"/>	Vaccines and immunizations	<a href="https://cdc.gov/mmwr/preview/mmwrhtml/rr5217a3.htm">cdc.gov/mmwr/preview/mmwrhtml/rr5217a3.htm</a>

## BUILD YOUR PATIENT ROSTER

<input type="checkbox"/>	Update your member profile with your practice location, hours of operation, profile photo and more!	<a href="#">Member Profile</a> <b>Be sure to enable your practice location to be found via the ADA Find-A-Dentist® search</b>
--------------------------	---	--

Below is a list of ADA practice management and regulatory publications and guidebooks frequently requested by dentists opening new practices. Visit [ADACatalog.org](https://ADACatalog.org) or call 1-800-947-4746

- [CDT Coding Guides](#)
- [A Dentist's Guide to the Law: 246 Things Every Dentist Should Know, Fourth Edition](#)
- [Components of a Business Plan](#)
- [ADA Practice Starter Kit](#)
- [Patient Sample Letters ADA](#)
- [Dental Communication: Letters, Templates and Forms](#)
- [ADA Practice Transitions \(ADAPT\)](#)
- [The Power of Internal Marketing](#)