

NEW PRACTICE CHECKLIST

This checklist and related resources can be used as a starting point to address many of the issues that dentists encounter when opening new practices. For more information, contact the New York State Dental Association at 800-251-2100 to speak with an experienced NYSDA staff member. Requirements may vary based on your practice location.

<p>NYSDA Resources Membership Concierge: concierge@nysdental.org</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check out the NYSDA New Dentist page <input type="checkbox"/> Join the NYSDA Legal Protection Plan <input type="checkbox"/> Consult the NYSDA Legal Services Panel <input type="checkbox"/> Forms & Documents for Your Practice <input type="checkbox"/> Managed Care Contract Analysis 	<ul style="list-style-type: none"> nysdental.org/newdentist nysdental.org/LPP NYSDA Legal Services Panel nysdental.org/legal-resources The Value of Covenants Not to Compete (PDF) nysdental.org/contractanalysis
<p>Licenses</p>	<ul style="list-style-type: none"> <input type="checkbox"/> State dental license <input type="checkbox"/> Anesthesia and analgesia permit (if needed) <input type="checkbox"/> Controlled substance license 	<p>Department of professional regulation or state board of dentistry: op.nysed.gov/renewalinfo.htm</p> <p>Department of professional regulation or state board of dentistry: op.nysed.gov/prof/dent/dentanesthes.htm</p> <p>Drug Enforcement Administration (DEA): deadiversion.usdoj.gov/index.html</p>
<p>Regulations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Radiation Equipment Registration <input type="checkbox"/> Waste Management <input type="checkbox"/> HIPAA <input type="checkbox"/> National Provider Identification (NPI) <input type="checkbox"/> Electronic Prescribing Mandate 	<p>health.ny.gov/environmental/radiological/faqs/radequip.htm</p> <p>NYS Law: dec.ny.gov/chemical/8513.html</p> <p>Solmetex Amalgam Recycling: nysdental.org/endorsed</p> <p>US Dept of Health & Human Services: HIPAA Compliance and Enforcement</p> <p>ADA: Practical Guide to HIPAA Compliance: Privacy and Security Manual</p> <p>nppes.cms.hhs.gov</p> <p>nysdental.org/eprescribing</p>
<p>Local requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> City or village occupancy permit <input type="checkbox"/> Zoning Board <input type="checkbox"/> Building Permit 	<p>Contact your local dental society and/or your county & municipal governments for regulations related to opening a dental practice.</p>
<p>Infection Control & OSHA</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Infection control requirements <input type="checkbox"/> OSHA Compliance / Job safety & health protection 	<p>CDC: cdc.gov/infectioncontrol/index.html</p> <p>New York State Dental Foundation (NYSDF): Infection Control and HazCom Compliance Course</p> <p>ADA: Practical Guide to Effective Infection Prevention and Control</p> <p>osha.gov</p> <p>ADA: OSHA Compliance</p> <p>ADA: Complete OSHA Compliance Kit & Practical Guide to OSHA Compliance Manual</p>
<p>Taxes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> NY State Department of Revenue <input type="checkbox"/> Federal 	<p>irs.gov/businesses/small-businesses-self-employed/new-york</p> <p>irs.gov/businesses/small-businesses-self-employed/starting-a-business</p>

	<input type="checkbox"/> IRS Employer Identification Number (EIN)	irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
Insurance	<input type="checkbox"/> Disability income & office overhead expenses <input type="checkbox"/> Life – Term & Universal <input type="checkbox"/> Professional Liability <input type="checkbox"/> Cyber Liability	ADA Group Insurance Plans/Great-West insurance.ada.org MLMIC: nysdental.org/endorsed-vendors & mlmic.com/dentists nysdental.org/endorsed-vendors
Other Insurances	<input type="checkbox"/> Worker’s Comp. <input type="checkbox"/> Employee Fidelity Bond	workerscompensation.com wwisinc.com
Employees	<input type="checkbox"/> Employee policies <input type="checkbox"/> Hire associates & staff <input type="checkbox"/> Employment Eligibility (I-9 forms) <input type="checkbox"/> Federal & state labor law posters <input type="checkbox"/> Americans with Disabilities Act <input type="checkbox"/> NYS Mandated Sexual Harassment Training	ADA: Practical Guide to Creating and Updating an Employee Policy Manual ADA: Dentist Employment Agreements & Practical Guide to Creating and Updating an Employee Policy Manual uscis.gov/i-9 NYS: dol.ny.gov/posting-requirements-0 Federal: dol.gov/general/topics/posters ada.gov or call: 800-514-0301 nysdental.org/legal-resources
Business Issues	<input type="checkbox"/> Define practice structure <input type="checkbox"/> Practice financing	NYSDA: What Every Dentist Should Know, A Guide to New York’s Dental Practice Act ADA: Valuing a Practice: A Guide for Dentists NYSDA: Bank of America Practice Loans ADA: adabusinessresources.com
Supplies & Equipment	<input type="checkbox"/> TDSC.com, Powered by Henry Schein	dentalsupplies.tdsc.com/newyork
Dental Lab	<input type="checkbox"/> Select a dental lab	National Association of Dental Laboratories: nadl.org/index.cfm
Other	<input type="checkbox"/> Download ADA Member App <input type="checkbox"/> Verify licenses, as needed <input type="checkbox"/> Vaccines and immunizations	ada.org/ada-member-app op.nysed.gov/opsearches.htm#nme cdc.gov/mmwr/preview/mmwrhtml/rr5217a3.htm
Build Your Patient Roster	<input type="checkbox"/> Update your member profile with your practice location, hours of operation, profile photo and more!	Member Profile <i>Be sure to enable your practice location to be found via the ADA Find-A-Dentist® search</i>

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