

# Roadmap to a Successful Dental Practice



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# ROADMAP TO STARTING A SUCCESSFUL DENTAL PRACTICE

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This roadmap is a listing of some of the important things that you need to know in order to start a dental practice. They didn't tell you about many of these things in dental school. The Young Dentist Committee of the Arkansas State Dental Association has compiled this information as a tool to help young dentists. It isn't possible to include everything that you need to know to run a business, but we hope this will help you get started on the right road.

## **AMERICAN DENTAL ASSOCIATION (ADA)**

**Membership** An application for membership can be obtained by calling the Arkansas State Dental Association at 501-834-7650. Membership includes the ADA, Arkansas State Dental Association and the local dental society.

**ADA Benefits and Services** (800-621-8099).

1. OSHA regulations and infection control.
2. Practice management booklets and other resources.
3. Survey of dental practice provides information on all aspects for the business of dentistry.
4. Demographic reports.
5. Library services.
6. Financial management, marketing, and practice management seminars.
7. Department of salable books, patient education brochures, videos, manuals and workbooks are available.

**Group Insurance.** Regions Insurance provides group insurance for members of the Arkansas State Dental Association. Call 501-664-8791 for information about health, disability, malpractice, business liability, overhead protection and workman's compensation insurance programs.

## **ARKANSAS STATE BOARD OF DENTAL EXAMINERS (501-682-2085)**

**Dental License** Contact the Arkansas State Board of Dental Examiners at 501-682-2085 to request the requirements and application for license to practice dentistry in Arkansas. This license is renewed annually in January. Licensure by credentials is available for dentists and the Dental Board can give you the regulations and requirements. You need to request the following from the Dental Board: The Dental Practice Act, the Rules and Regulations of Dentistry, Infection Control Regulations, and the continuing Education Requirements for Licensure.

**Dental Hygienists** All dental hygienists must have a current Arkansas license to practice. You may request an application for licensure from the Dental Board after graduating from a dental hygiene school and passing the Southern Regional Board Examination. Licensure by credentials is available for dental hygienists. This license must be renewed annually in January. A list of duties allowed in Arkansas especially regarding administering anesthesia and the required CE each year, can be obtained by calling the Arkansas State Board of Dental Examiners.

**Dental Assistants** Any dental assistant that performs expanded duties, (as defined in the Rules and Regulations, are taking X-rays, coronal polishing or monitoring nitrous oxide), must have a permit from the Dental Board. Contact the Dental Board for the requirements and testing needed to obtain the expanded duty permit. This permit is renewed annually in July. A list of duties allowed in Arkansas and the required CE each year along with regulation regarding administering anesthesia, can be obtained by calling the Arkansas State Board of Dental Examiners.

**Anesthesia and Analgesia.** A Permit from the Dental Board is required if you plan to perform general anesthesia, IV sedation, or N<sub>2</sub>O conscious sedation, in your practice. For nitrous oxide use, without other types of sedation no permit is required but you must have successfully completed a course in nitrous oxide sedation that has been approved by the Dental Board. Read the Rules and Regulations for specific regulations concerning sedation and how to obtain a permit.

#### **DRUG ENFORCEMENT AGENCY (501-324-5981)**

**DEA License.** Call the DEA to request an application to obtain a license to prescribe drugs. Contact the DEA to verify cost of a three year license. You need to request the Practitioner's Manual which will explain the DEA rules and regulations because it is very important to know what the DEA requires of you when you prescribe drugs. Also request the booklet on prescription writing rules and regulations.

### **ARKANSAS DEPARTMENT OF HEALTH (501-661-2000)**

**X-ray Registration.** Contact the Division of Radiation Control at 501-661-2301 and request an application to register your X-ray machines. Every X-ray machine in your office must be registered. They will supply you with the Radiation Rules and Regulations upon request. There is an annual fee of \$50.00 per X-ray tube head with a maximum office fee of \$150.00. This registration fee is due January 1. Inspections of your X-ray equipment will be done by radiation control department every three years. When you have an X-ray machine installed, the installer will notify the Health Department. At that time the Health Department will contact you to schedule an appointment to inspect and certify your X-ray unit. You are required to notify the Health Department within ten days of removal and disposition of any X-ray machine. This includes selling the machine or just taking it out of service. Written safety procedures are required to be given to all new employees, which should be read, signed and placed in their file. A copy of these procedures should also be posted in your office. Lap aprons are required by state law for patient protection while you are taking radiographs. Film badges are not required for office staff but they are recommended, especially for pregnant personnel.

A Cross Connection Control Program has been implemented in some cities concerning backflow prevention. Depending on whether you own or lease the facility in which you practice, there is a new regulation regarding the installation of an approved Reduced Pressure Zone Assembly. Each area has different regulations. For more information you may contact the Engineering Department at the State Department of Health at 661-2690.

**Medical Waste Disposal.** Contact the Health Facilities Services Division at the Department of Health (501-661-2000) and request the rules and regulations on proper disposal of medical waste.

### **EMPLOYEES**

**Arkansas Employment Security Division** (501-682-1684). If you have any employees you must request an application from the Employment Security Division. You are required to withhold state taxes and pay

unemployment taxes on your employees. Quarterly reports will be sent to you to fill out after you have returned the application.

**Worker's Compensation Insurance.** You are required to supply this insurance for your employees and possibly for yourself. Contact Regions Insurance (501-664-8791) for group insurance or your insurance agent.

**Internal Revenue System (800-829-1040).** Request an application form SS-4 to obtain your Federal Tax ID number, which is required for all businesses that have employees. The following forms are needed: Circular E Employers Tax Guide, W-2, W-4, 941 Quarterly Federal Tax Return, 8109 Tax Deposit Coupons. You are required to withhold federal taxes and social security taxes, Medicare taxes and federal unemployment taxes from each pay check and send to the IRS by the 15<sup>th</sup> of each month. If you are self-employed you must make Quarterly Estimated Tax deposits based on your salary. Consult your accountant on the proper way to fulfill this requirement.

**Sources for New Employees.** Pulaski Technical Dental Assistant School (501-771-1000), UAMS Dental Hygiene School (501-686-5733) and newspaper want ads. For temporary employees call Search, Inc. (501-868-9898). During the interview, hiring and dismissal processes there are a number of legal statutes and restrictions that you need to know concerning fair employment practices (e.g., interview questions that you are not allowed to ask). The ADA provides resources in this area. You may want to seek other publications or guidance from an attorney.

**Employee Eligibility Verification.** Contact the U. S. Immigration and Naturalization Service (800-375-5283) and request Form I-9. You are prohibited from hiring illegal aliens. You must verify that any new employee is a citizen, or national of the U.S., alien lawfully admitted for permanent residence, or an alien authorized by the Immigration Service to work in the U.S. Form I-9 will indicate what proof of eligibility are required.

## **TAXES**

**Personal Property Tax.** Request a personal property worksheet from the County Tax Assessor. This worksheet is used to list the tangible assets of your practice, like equipment and furnishings. You will receive a bill in February for this year's taxes based on the previous year's assessment.

**Employee Taxes.** You are required to pay monthly employee withholding taxes and file quarterly reports to the IRS and Arkansas Employment Security Division. (See the Section on Employees).

**Privilege License Tax.** Your city may require a privilege license as a requirement to operate a business. Contact your city tax collector and request an application. There is an annual renewal of this license in January.

## **INFECTION CONTROL**

**OSHA (214-767-4731).** The Occupational Safety and Health Administration has a number of requirements concerning infection control, employee safety and training, waste management and hazardous chemicals. You need a copy of the Bloodborne Pathogens Regulations which can be obtained from the ADA or concerning infection control for your employees. You must supply the Hepatitis Vaccine to your employees at no charge. Poster number 2203 (Job Safety and Health Protection) is required to be displayed in your office and can be obtained from the ADA or OSHA. These are just a few requirements you must fulfill. The American Dental Association can be very helpful in supplying the information to help you meet these requirements. Some of this information is free to members but the training manuals and tapes must be purchased.

**Medical Waste Disposal.** See the section under the Department of Health.

**Arkansas Infection Control Requirements.** Contact the Arkansas State Board of Dental Examiners (501-682-2085) to request the Infection Control Rule and Regulations.

## **AMERICAN DISABILITIES ACT**

(202-514-0301 - Department of Justice). This is a federal law that regulates how you treat patients and employees that have disabilities. There are guidelines on how you must design your office in order to make it handicap accessible. Contact the American Dental Association (800-621-8099) and they will send you the information that you need in order to comply with these requirements.

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A good source of general business information is available in bookstores, called “Starting and Operating a Business in Arkansas” by Michael Jenkins (Oasis Press).

The Arkansas State Dental Association and the American Dental Association are great resources for the specific needs of dentists. Please do not hesitate to contact them and utilize the services and benefits that are available.

American Dental Assn.  
211 E. Chicago Ave.  
Chicago, IL 60611  
800-621-8099  
www.ada.org

Arkansas State Dental Assn.  
7480 Highway 107  
Sherwood, AR 72120  
501-834-7650  
Toll free: 800-501-2732  
Fax: 501-834-7657  
E-mail: info@arkansasdentistry.org

Arkansas State Board of Dental Examiners  
101 E. Capitol Avenue, Suite 111  
Little Rock, AR 72201  
501-682-2085  
Fax: 501-682-3543  
www.asbde.org

## **CHECKLIST FOR STARTING A PRACTICE**

- \_\_\_\_\_ Arkansas Dental License (Board of Dental Examiners 501-682-2085)
- \_\_\_\_\_ City Occupation or Privilege License
- \_\_\_\_\_ County Occupation License
- \_\_\_\_\_ Proper Zoning
- \_\_\_\_\_ Building Permit (City Hall)
- \_\_\_\_\_ DEA License (202-307-7255 or 800-882-9539)
- \_\_\_\_\_ X-ray Machine Registration (501-661-2301)
- \_\_\_\_\_ IRS Tax ID Number (800-829-3676) (See Accountant)
- \_\_\_\_\_ Arkansas Employment Security Division (application for employees 501-682-1684)
- \_\_\_\_\_ Personal Property Tax Worksheet (County Tax Assessor)
- \_\_\_\_\_ Arkansas Infection Control Regulations (51-682-2085)
- \_\_\_\_\_ Medical Waste Disposal Regulations (501-661-2201)
- \_\_\_\_\_ OSHA Regulations (214-767-4731 or call ADA (800- 621-8099)
- \_\_\_\_\_ American Disabilities Act (202-514-0301 or ADA 800- 621-8099)
- \_\_\_\_\_ Arkansas Department of Health 501-661-2000
- \_\_\_\_\_ Dental Equipment
- \_\_\_\_\_ Dental Supply House
- \_\_\_\_\_ Dental Laboratory
- \_\_\_\_\_ Patient Records System
- \_\_\_\_\_ Bookkeeping System (Pegboard, Computer, etc.)
- \_\_\_\_\_ Professional Stationary
- \_\_\_\_\_ Utilities
- \_\_\_\_\_ Telephone Number
- \_\_\_\_\_ Yellow Page listing (check for deadlines to get listed)
- \_\_\_\_\_ Bank Checking Account
- \_\_\_\_\_ Banker (You need to start developing a relationship with loan officer)
- \_\_\_\_\_ Accountant
- \_\_\_\_\_ Attorney (to review all contracts and agreements before you sign)
- \_\_\_\_\_ Insurance (ASDA Group Insurance by Regions 501-664-8791 or your personal agent)
  - \_\_\_\_\_ Professional Liability
  - \_\_\_\_\_ General Liability
  - \_\_\_\_\_ Contents
  - \_\_\_\_\_ Life
  - \_\_\_\_\_ Health
  - \_\_\_\_\_ Disability
- \_\_\_\_\_ Join local, State and American Dental Association 501-834-7650 or 800-501-2732