



EVERYTHING YOU NEED TO SUCCEED

ARKANSASDENTISTRY.ORG

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JAMES B. PHILLIPS, MS, DDS, FICD
President



BILLY W. TARPLEY
Executive Director

WELCOME

I would like to take this opportunity to welcome you to dental practice in Arkansas. My name is John Mark Johnson, and I am the active chairman of the New Dentist Committee of the Arkansas State Dental Association. We are so happy that you have come here to practice dentistry. We created this booklet to facilitate your career in Arkansas and explain to you the benefits of organized dentistry on a state level.

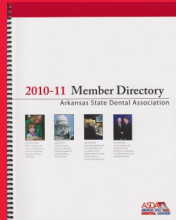
Founded in 1887, the Arkansas State Dental Association is a non-profit membership organization of Arkansas dentists and part of a tripartite system with the American Dental Association and our five component District Dental Societies.

As current chairman of the New Dentist Committee, I would like to encourage you to join our group. Once a member of the Association, you may join this committee if you are new to dental practice or have been out of school 10 years or less. We sponsor some continuing education courses; have fun networking opportunities; and provide opportunities to attend the ADA annual New Dentist Conference. The New Dentist Committee is, most simply, a great introduction into organized dentistry.

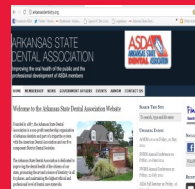
On behalf of the ASDA, I welcome you to your dental career in Arkansas and encourage you to join the Arkansas State Dental Association. Please consult this handbook and contact me at the ASDA with any additional questions you may have.

John Mark Johnson, DDS

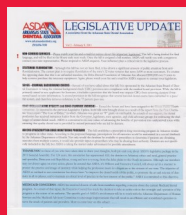
REAL BENEFITS



Membership Directory contains all of the contacts you'll need to stay in touch with leadership, peers, and much more.



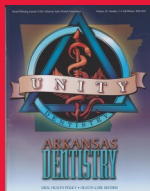
ArkansasDentistry.org Make it your homepage. We provide timely and informative content related to dentistry. Follow us on  and like us on 



Legislative Updates keep you in the loop with what is happening at the Capitol. Your votes count and we've got the history to prove it.



American Dental Association sticker gives you instant credibility. (The ADA was founded in 1859)



Arkansas Dentistry is the quarterly publication of the ASDA. For Arkansas dentists, the content of the journal is timely and relevant. Its always worth the read from cover to cover.



AR State Dental Association Exclusive Partnerships get you savings on a growing list of products and services.

MENTORING, CE, VOLUNTEER OPPORTUNITIES &
MUCH MORE...

The Voice of Dentistry is not an accident. It's...

ORGANIZATIONAL STRUCTURE



Mission: Dedicated to improving the dental health of the citizens of our State through continuing education in the art and science of dentistry in all its phases; collaborating with others with common goals; and maintaining the highest ethical and professional level of dentistry statewide.

GENERAL ASSEMBLY

EXECUTIVE COUNCIL

(Staff)

EXECUTIVE DIRECTOR

Membership Director

Comptroller

OFFICERS

DISTRICT OFFICERS

STANDING COMMITTEES

- Budget and Finance
- Constitution and Bylaws
- Continuing Education
- Ethics, Grievance, and Peer Review
- Insurance
- Legislation
- Membership and Necrology
- Social Services and Third Party Reimbursement
- Special Committees
 - Medicaid
 - New Dentists Committee



ASDA HEADQUARTERS

Organized Dentistry is a community. Community starts in *your* district.

DISTRICT MAP



CENTRAL DISTRICT DENTAL SOCIETY - Includes counties of Conway, Faulkner, Garland, Lonoke, Perry, Prairie, Pulaski, Saline, and White.

NORTHEAST DISTRICT DENTAL SOCIETY - Includes counties of Baxter, Clay, Cleburne, Craighead, Crittenden, Cross, Fulton, Greene, Independence, IZard, Jackson, Lawrence, Mississippi, Poinsett, Randolph, St. Francis, Sharp, Stone, and Woodruff.

NORTHWEST DISTRICT DENTAL SOCIETY - Includes counties of Benton, Boone, Carroll, Crawford, Franklin, Johnson, Logan, Madison, Marion, Newton, Pope, Scott, Searcy, Sebastian, Van Buren, Washington, and Yell.

SOUTHEAST DISTRICT DENTAL SOCIETY - Includes counties of Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Dallas, Desha, Drew, Grant, Jefferson, Lee, Lincoln, Monroe, and Phillips.

SOUTHWEST DISTRICT DENTAL SOCIETY - Includes counties of Clark, Columbia, Hempstead, Hot Spring, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Sevier, and Union.

LOAN FORGIVENESS

You have options. If you need a hand, let ASDA help.

DELTA DENTAL OF ARKANSAS FOUNDATION

offers the Dental School Loan Repayment Program. Certain conditions apply. Check out ddarfoundation.com OR give us a call (501) 834-7650.

NATIONAL HEALTH SERVICE CORPS

is part of the U.S. Health & Human Resources. Certain conditions apply. To apply on-line, go to nhsc.hrsa.gov/loanrepayment/ OR give us a call at (501) 834-7650.

OFFICE OF ORAL HEALTH (ARKANSAS)

is part of the Arkansas Department of Health. To see what incentives may be available, contact Dr. Lindy Bollen at lindy.bollen@arkansas.gov or contact him at (501) 280-4111.



ROADMAP

TO A SUCCESSFUL DENTAL PRACTICE

CONTENTS

Arkansas State Dental Association (ASDA)

American Dental Association (ADA)

Arkansas State Board of Dental Examiners

Drug Enforcement Agency

Arkansas Department of Health

Employees

Taxes

Infection Control

American Disabilities Act

Checklist for Starting a Practice



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 New 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) ada.org

ARKANSAS STATE DENTAL ASSOCIATION (ASDA) arkansasdentistry.org

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.

Benefits and Services include:

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 asbde.org

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. 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. 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 - A list of duties allowed in Arkansas and the required CE each year along with rules and regulations can be obtained by calling the Arkansas State Board of Dental Examiners. . Read the Rules and Regulations for specific regulations concerning sedation and how to obtain a permit.

DRUG ENFORCEMENT AGENCY *deaddiversion.usdoj.gov*

DEA License - Go to the DEA website to get started on obtaining a license. All the information you need is there. The cost is \$551.00 for a three year license. If you need to talk with a person, call **(501) 217-6500**.

ARKANSAS DEPARTMENT OF HEALTH *healthy.arkansas.gov*

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 \$65.00 per X-ray tube head with a maximum office fee of \$260.00. This registration fee is due January 1. Inspections of your X-ray equipment will be done by radiation control department every four years. When you have a 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.

EMPLOYEES

Arkansas Employment Security Division - If you have any employees you must request an application from the Employment Security Division at **(501) 682-2257**. 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 Chad Parker at Regions Insurance **(501) 664-8791** for group insurance or contact your insurance agent.

Internal Revenue Service - 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 15th 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. 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.

Sources for New Employees -

UAMS Dental Hygiene School (501) 686-5733

UA Ft. Smith Hygiene School (479) 788-7270

Pulaski Technical Dental Assistant School (501) 771-1000

Digital and newspaper want ads are good sources as well. 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.

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 - The Occupational Safety and Health Administration **(800) 321-OSHA** 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 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.

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

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.

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 us and utilize the services and benefits that are available.

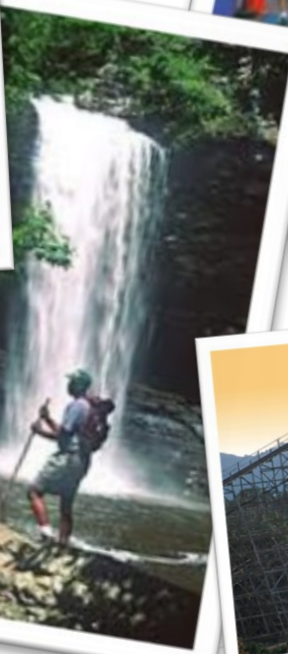
CHECKLIST FOR STARTING A PRACTICE



- _____ Arkansas Dental License *Board of Dental Examiners (501) 682-2085 ASBDE.org*
- _____ Join local, State and American Dental Association (501) 834-7650 or (800)501-2732
- _____ City Occupation or Privilege License
- _____ County Occupation License
- _____ Proper Zoning
- _____ Building Permit
- _____ DEA License *www.dea diversion.usdoj.gov*
- _____ X-ray Machine Registration *Department of Health (501) 661-2301*
- _____ IRS Tax ID Number (800) 829-3676 (See Accountant)
- _____ Arkansas Employment Security Division *application for employees (501) 682-2257*
- _____ Personal Property Tax Worksheet (County Tax Assessor)
- _____ Arkansas Infection Control Regulations (501) 682-2085
- _____ Medical Waste Disposal Regulations (501) 661-2201
- _____ OSHA Regulations (800-321-OSHA)
- _____ American Disabilities Act ADA (800) 621-8099
- _____ Arkansas Department of Health (501) 661-2000
- _____ Dental Equipment
- _____ Dental Supply House
- _____ Dental Laboratory
- _____ Patient Records System
- _____ Bookkeeping System
- _____ Professional Stationary
- _____ Utilities
- _____ Telephone Number
- _____ Website/Social Media
- _____ 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

GOOD TIMES IN ARKANSAS

With a network of dentists across the state, we can help you tap into activities, events and trip destinations. Need some help? Give us a call.



Establish Yourself as a Leader

Get started with free CE from the ADA!



Develop Your Leadership Skills with Understanding the Association Series

ADA CE Online offers a self-guided continuing education course, Understanding the Association Series, designed to help you identify your leadership style, conduct effective meetings, set goals and gain a better understanding of the association's role in the political process.

This free course, which is offered exclusively to ADA members, includes a series of nine units:

- Associations 101
- Effective Leadership
- Strategic Planning
- Association Committees, Formation and Procedure
- Recruitment and Retention
- Finances and Budgeting
- Communications
- Diversity
- Political Action

For more information about Understanding the Association Series and other ADA Committee on the New Dentist (CND) leadership development resources, including web seminars and workshops, contact the CND at **312.440.2779** or newdentist@ada.org, or visit www.ada.org/goto/newdent.

The completed course awards three hours of continuing education. Participants are encouraged to check with their state dental board to determine whether this credit will be accepted by their dental licensing jurisdiction.

Sign up at www.adaceonline.org

CONSIDERING HEAD START?

Something to consider for your practice.

WHAT IS HEAD START?

Head Start was established in 1965 to improve the school readiness of children ages 3 to 5 from families with low incomes. In 1994, Early Head Start was established to serve low-income pregnant women, with a focus on positive birth outcomes, and to promote healthy physical and cognitive development in children from birth to age 3 from families with low incomes. Both Early Head Start and Head Start provide education and health services in the context of family and community.

Head Start is a federal program administered through the Office of Head Start, Administration for Children and Families. Head Start grantees are required to raise the remaining 20 percent of their funding to help build partnerships and ensure that each program reflects the culture of the local community.

WHAT CAN DENTISTS DO TO HELP?

Accept referrals of children enrolled in Head Start, and make blocks of appointments available in the summer and at the beginning of the school year to help ensure that all children receive needed oral health care. Have a member of your office team make reminder calls the day before scheduled appointments, and explain your cancellation policy and expectations regarding on-time arrival to parents, Head Start staff, or both.

Designate a staff member to learn about Medicaid and CHIP billing. Reimbursement rates and procedures vary from state to state.

Provide care to children enrolled in head Start on ADA's Give Kids a Smile Day. This one-day event, held during National Children's Dental Health Month each February, helps children from families with low incomes get needed oral health care and raises awareness of the need.

To learn more, please contact the Arkansas State Dental Association.

NOTES

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ARKANSAS STATE DENTAL ASSOCIATION

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www.arkansasdentistry.org