

NEW DENTAL PRACTICE CHECKLIST FOR FLORIDA DENTISTS

Requirements can vary from state to state and from city to city.

Please note that some links have been shortened using Bitly, but will still take you to the correct website.

LICENSES



STATE DENTAL LICENSE



ANESTHESIA & ANALGESIA PERMIT (IF NEEDED)

Florida Board of Dentistry: floridasdentistry.gov



CONTROLLED SUBSTANCE LICENSE

Drug Enforcement Administration: bit.ly/2fTpB9Z

ASSOCIATIONS



JOIN LOCAL, STATE & NATIONAL DENTAL ASSOCIATIONS

- ada.org
- floridadental.org
- floridadental.org/about-us/components

THANK YOU FOR YOUR MEMBERSHIP!

REGULATIONS



X-RAY REGISTRATION

Florida Department of Health: bit.ly/2JNuhkF



WASTE MANAGEMENT (CHECK STATE & LOCAL LAWS)

Best Management Practice for Amalgam Waste: bit.ly/2slzShz



HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

- HIPAA Privacy and Security: bit.ly/2Gwu2GB
- Florida and HIPAA-compliance forms: bit.ly/2sRETfz



NATIONAL PROVIDER IDENTIFICATION

National Plan and Provider Enumeration System: nppes.cms.hhs.gov



CITY OR VILLAGE OCCUPANCY PERMIT



BUILDING PERMIT

Contact your county and municipal governments for regulations related to opening a dental practice.



INFECTION CONTROL & OSHA

INFECTION CONTROL REQUIREMENTS

Centers for Disease Control and Prevention:
[cdc.gov/niosh/topics/dentistry](https://www.cdc.gov/niosh/topics/dentistry)

JOB SAFETY & HEALTH PROTECTION

- Practical Guide to Effective Infection Control: [bit.ly/ 2kQU0KN](https://bit.ly/2kQU0KN)
- OSHA: [osha.gov](https://www.osha.gov)

OSHA COMPLIANCE

- ADA and OSHA: bit.ly/2oRivcr
- ADA Regulatory Compliance Manual: [bit.ly/ 2sRWAUH](https://bit.ly/2sRWAUH)

TAXES

STATE DEPARTMENT OF REVENUE

bit.ly/2sXQ0Mr

FEDERAL

IRS Small Business and Self-employed Tax Center:
bit.ly/2HAK5XG

IRS TAXPAYER IDENTIFICATION NUMBER

bit.ly/1RR42Sy

EMPLOYEES

VACCINES & IMMUNIZATIONS

Centers for Disease Control and Prevention:
[cdc.gov/vaccines/index.html](https://www.cdc.gov/vaccines/index.html)

EMPLOYEE POLICIES

The ADA Practical Guide to Creating an Employee Office Manual: bit.ly/2JFtSgT

HIRE STAFF

FDA Career Center: careers.floridadental.org

EMPLOYMENT ELIGIBILITY (I-9 FORMS)

bit.ly/2j7A5li

FEDERAL & STATE LABOR LAW POSTERS

bit.ly/2LMhdJp

AMERICAN WITH DISABILITIES ACT

[ada.gov](https://www.ada.gov)

SUPPLIES & EQUIPMENT

FDASUPPLIES.COM

[FDASupplies.com](https://www.FDASupplies.com) leverages the group buying power of more than 8,000 FDA members to generate amazing savings on dental supplies.

INSURANCE

FDA Services (FDAS) can handle all your insurance needs. With experts in dental practices for more than 29 years, FDAS puts your interests first because they work for you – our member dentists. For more information, go to fdaservices.com.

PROFESSIONAL LIABILITY

The only FDA-endorsed professional liability provider is The Doctors Company: bit.ly/2nEswr6

CYBER LIABILITY

This is the fastest growing risk for the dentists. FDAS recommends at least \$250 worth of coverage per patient record.

HEALTH INSURANCE

FDAS offers small group and individual health insurance options: bit.ly/2HEcx6b

OFFICE OVERHEAD

Protection to continue business operations should you become disabled: bit.ly/2sZ9osp

DISABILITY INSURANCE

Coverage to protect your loss of income due to a disability. FDAS' carriers offer an own-occupation definition: bit.ly/2sZ9osp

LIFE INSURANCE

Protect the practice, protect the family or replace the income derived from a key employee: bit.ly/2HFpXPa

WORKERS' COMPENSATION

FDAS offers a 25 percent dividend plan with The Zenith: bit.ly/2sYULoY

DENTAL OFFICE POLICY

FDAS works with the top office insurance carriers to find the best coverage at the best price for your practice: bit.ly/2sNmVns

COMMERCIAL UMBRELLA LIABILITY

Provides coverage in the event of a catastrophic liability loss in excess of underlying policy limits.

EMPLOYMENT PRACTICES LIABILITY

Responds to allegations of wrongful termination, failure to promote, harassment or discrimination. This is a must-have for all dental offices.



For an online version with active links, go to floridadental.org/practicechecklist.