Dental Practice Setup Checklist - NYSDA Guide

NYSDA Resources

- Explore the New Dentist section on nysdental.org/newdentist

- Join NYSDA's Legal Protection Plan (LPP) for practice security

- Consult Legal Services Panel - especially for setting up your entity

- Apply for a Practice Loan with Bank of America via nysdental.org/endorsed

- Access necessary forms at nysdental.org/forms

- Review managed care contracts and non-compete agreements

Licensing Requirements

License Type	Issuing Authority / Resource
State Dental License	op.nysed.gov/renewalinfo.htm
Anesthesia/Analgesia Permit	op.nysed.gov/prof/dent/dentanesthes.htm
Controlled Substance License	deadiversion.usdoj.gov

Regulations

- Register all radiation equipment with the NYS Dept of Health

- Follow NYS laws on waste management and recycle amalgam using Solmetex

- Stay compliant with HIPAA rules - ADA & NYSDA offer comprehensive manuals

- Get your National Provider Identification (NPI) from nppes.cms.hhs.gov

Local Practice Requirements

- Obtain an occupancy permit from your city or village office

- Apply for building permits and follow zoning guidelines

- Contact your local dental society for region-specific compliance

Infection Control & OSHA Compliance

- Follow CDC guidelines on infection control (cdc.gov)

- Take infection control and HazCom courses via NYSDF

- Get OSHA manuals and compliance kits from ADA resources

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Tax Requirements

Tax Type	Website/Authority
NY State Taxes	irs.gov/businesses/small-businesses-self-employed/new-york
Federal Taxes	irs.gov/businesses/small-businesses-self-employed/starting-a-business
Employer Identification Number	irs.gov/apply-for-an-employer-identification-number-ein-online

Essential Insurance Types

Insurance	Resource
Disability & Overhead	insurance.ada.org
Life Insurance	nysdental.org/LPP
Professional Liability	mlmic.com/dentists
Cyber Liability	nysdental.org/endorsed

Hiring & Staff Management

- Develop employee policy manual (ADA guide available)

- Hire and contract associates properly

- Use I-9 forms to verify eligibility (uscis.gov/i-9)

- Display federal and state labor law posters

- Ensure ADA accessibility compliance for patients and employees

Business Setup & Structure

- Choose a practice structure with legal help from NYSDA

- Secure funding via NYSDA-endorsed Bank of America loans

- Explore ADA tools to value and transition dental practices

Supplies, Equipment & Labs

- Order dental supplies via TDSC.com

- Choose a reliable lab from nadl.org

Final Steps Before Opening

- Install the ADA Member App to manage your membership

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- Verify all dental and staff licenses at op.nysed.gov

- Stay updated on vaccination requirements for staff (CDC guidelines)

- Update your ADA member profile for visibility in Find-A-Dentist(R) tool