

## ***MDA New Dentist Committee New Practice Checklist***

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### **LICENSES**

#### ***Practicing Dentistry***

##### **Missouri Dental Board**

Phone: 573-751-0040

[pr.mo.gov/dental.asp](http://pr.mo.gov/dental.asp)

Contact the Missouri Dental Board to request the requirements and application for a license to practice dentistry in Missouri. Licenses are renewed every two years. Find all dental-related applications/permits at [pr.mo.gov/dental-application-forms.asp](http://pr.mo.gov/dental-application-forms.asp).

#### ***Missouri – Prescribing Drugs***

##### **Bureau of Narcotic and Dangerous Drugs (BNDD)**

Phone: 573-751-6321

[health.mo.gov/safety/bnnd](http://health.mo.gov/safety/bnnd)

#### ***Federal – Prescribing Drugs***

##### **Drug Enforcement Agency (DEA)**

Phone: 314-538-4600 or 800-882-9539

[CSA.Registration.Online.Management.Tools.usdoj.gov](http://CSA.Registration.Online.Management.Tools.usdoj.gov)

[DEA.Registration.Help@usdoj.gov](mailto:DEA.Registration.Help@usdoj.gov)

Both licenses are renewed every three years.

### **REGULATIONS**

#### ***X-ray Registration***

##### **Medical Radiation Control Program**

Phone: 573-751-6083

[MRCP@health.mo.gov](mailto:MRCP@health.mo.gov)

[health.mo.gov/safety/radprotection](http://health.mo.gov/safety/radprotection)

It is the responsibility of the owner of x-ray machines to provide for both initial and periodic inspection of x-ray machines, and to ensure radiation shielding is adequate, through use of MRCP-approved Qualified Experts (QEs) in radiation safety.

The MDA has an extensive webpage with complete information on this regulation:

[modental.org/radiationinspections](http://modental.org/radiationinspections).

## ***Dental Amalgam Waste***

### **Missouri Department of Natural Resources**

Water Protection Program

Compliance and Enforcement Section

Phone: 800-361-4827 or 573-751-1300

Federal rule requires dental offices to comply with requirements based on the ADA Best Management Practice for Amalgam Waste, including the use of amalgam separators.

The MDA has an extensive webpage with complete information on this regulation:

[modental.org/amalgamwaste](http://modental.org/amalgamwaste).

## ***HIPAA***

The ADA has essential information and resources for HIPAA compliance:

[ada.org/resources/practice/legal-and-regulatory/hipaa](http://ada.org/resources/practice/legal-and-regulatory/hipaa)

## ***National Provider Identification***

The National Provider Identifier (NPI) is a Federally-issued 10-digit unique standard identification number that all health care providers must use when submitting electronic claims. Getting an NPI is free — not having one can be costly. A provider's NPPES registry types cannot be modified once it is issued, and it remains with them regardless of their position or where they reside or work. As a dentist, you may have both an individual and group NPI. Find complete information at [nppes.cms.hhs.gov](http://nppes.cms.hhs.gov).

## **INFECTION CONTROL & OSHA**

### ***Infection Control Requirements***

Missouri law requires dentists follow the Center for Disease Control (CDC) and Prevention guidelines on infection control. [cdc.gov/oralhealth/infectioncontrol/index.html](http://cdc.gov/oralhealth/infectioncontrol/index.html)

### ***Job Safety & Health Protection***

OSHA has many requirements concerning infection control, employee safety and training, waste management and hazardous chemicals. You need to obtain a copy of the Bloodborne Pathogen Standard from the ADA or OSHA.

#### **Bloodborne Pathogen Standard**

[osha.gov/bloodborne-pathogens/standards](http://osha.gov/bloodborne-pathogens/standards)

The ADA has information and resources for OSHA: [ada.org/resources/research/science-and-research-institute/oral-health-topics/occupational-safety-and-health-administration](http://ada.org/resources/research/science-and-research-institute/oral-health-topics/occupational-safety-and-health-administration)

## BUSINESS REQUIREMENTS

### ***Local – City Zoning, Building & Occupancy Permits***

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

### ***State – Forming & Registering Your Business Entity***

Missouri Secretary of State – Small Business Startup Guide

[sos.mo.gov/business/outreach/startup\\_guide](https://sos.mo.gov/business/outreach/startup_guide)

## TAXES

### ***Local – Personal Property Taxes***

Contact your local county tax assessor for a personal property taxes worksheet.

### ***State***

#### **Missouri Department of Revenue**

Starting a new business, business tax types, online resources, electronic filing, contact information. [dor.mo.gov/tax/business](https://dor.mo.gov/tax/business)

#### **Missouri Department of Labor**

Quick Guide for New Employers [labor.mo.gov/new-employer](https://labor.mo.gov/new-employer)

Division of Employment Security [abor.mo.gov/DES](https://abor.mo.gov/DES)

### ***Federal***

#### **Internal Revenue Service**

Starting a Business [irs.gov/businesses/small-businesses-self-employed/starting-a-business](https://irs.gov/businesses/small-businesses-self-employed/starting-a-business)

Employer Identification Number (EIN)/Federal Tax Identification Number

[irs.gov/businesses/small-businesses-self-employed/employer-id-numbers](https://irs.gov/businesses/small-businesses-self-employed/employer-id-numbers)

## INSURANCE

### ***Personal/Business***

#### **Missouri Dental Insurance Services**

Phone: 800-944-7550

[mdis4dds.com](https://mdis4dds.com)

Missouri Dental Insurance Services, Inc. (MDIS) is the MDA's for-profit subsidiary, which markets and administrates insurance programs to members of the MDA, their staffs and families. Coverage they offer includes professional liability, business owners, worker's compensation, employee benefits, health insurance, personal lines, life insurance, disability income, business overhead expense and long-term care.

## ***Third Party Payer Contracts & Issues (Dental Insurance)***

### **ADA Third Party Payer Concierge**

Do you have a dental insurance question or concern? If so, the ADA Third Party Payer Concierge is here to help! This service is free for members, available 8am to 5pm, Monday through Friday. Call 800-621-8099 or email [dentalbenefits@ada.org](mailto:dentalbenefits@ada.org).

### **ADA Resources**

Find on-demand webinars, helpful articles, and downloadable guides for common dental insurance issues including assistance with provider contracts, dental benefits questions, Bento in-office plans, the ADA credentialing service and CDT resources.

[ada.org/resources/practice/dental-insurance](http://ada.org/resources/practice/dental-insurance)

### **MDA Resources**

Often, members contact the MDA about what they can do advocate for themselves on contracts they have with third party payers (TPP), especially when the provider receives notification from the TPP of a change to a contract they already participate in, and therefore, have patients receiving care under. The MDA has assimilated and curated ADA resources in a way members can access quickly. [modental.org/tpp](http://modental.org/tpp)

### **Before You Sign a Contract**

When members receive a dental insurance contract, they should read, understand and evaluate it thoroughly to determine if signing the contract is a sound business decision. ADA Members can take advantage of the free Contract Analysis Service, but it must be utilized BEFORE a contract is signed. How does it work? Members send the contract to the MDA first. The MDA will then contact you for additional details if needed, will forward the contract to the ADA and will send the ADA analysis to you once completed. CAS is available at no charge to members who request a review through the MDA. Dentists contacting the ADA direct are charged a \$50 fee. Go to the MDA webpage explaining the process. [modental.org/contracts](http://modental.org/contracts)

### **Glossary of Dental Administrative Terms**

Definitions of terms dentists and practice staff are likely to encounter when interacting with dental benefit plans to determine a patient's coverage or resolve issues arising from claim adjudication. [ada.org/publications/cdt/glossary-of-dental-administrative-terms](http://ada.org/publications/cdt/glossary-of-dental-administrative-terms)

## **EMPLOYEES**

### ***Verify Licenses or Permits***

Contact the Missouri Dental Board at 573-751-0040.

### ***Employment Eligibility (I-9)***

US Citizenship & Immigration Services  
[uscis.gov/i-9](http://uscis.gov/i-9)

## ***Federal & State Labor Law Posters***

U.S. Department of Labor (download/print federal workplace posters)  
[dol.gov/general/topics/posters](http://dol.gov/general/topics/posters)

Missouri Department of Labor (download/print federal workplace posters)  
[labor.mo.gov/posters](http://labor.mo.gov/posters)

## ***Americans with Disabilities Act***

Phone: 800-949-4ADA  
[dol.gov/general/topic/disability/ada](http://dol.gov/general/topic/disability/ada)

## ***ADA Resources***

**Managing Dental Staff** (good overall webpage with many resources)  
[ada.org/resources/practice/practice-management/managing-dental-staff](http://ada.org/resources/practice/practice-management/managing-dental-staff)

**Guidelines for Practice Success** (scroll to bottom, GPS Managing the Dental Team, for various resources) [ada.org/publications/guidelines-for-practice-success](http://ada.org/publications/guidelines-for-practice-success)

## **RECOMMENDED ADA RESOURCES**

### ***Catalog***

**ADA New Dentist Practice Checklist**  
[catalog.ada.org/catalog/new-dental-practice-checklist-33469](http://catalog.ada.org/catalog/new-dental-practice-checklist-33469)

**A Dentists Guide to the Law**  
[catalog.ada.org/catalog/a-dentists-guide-to-the-law-246-things-every-dentist-should-know-fourth-edition-88198](http://catalog.ada.org/catalog/a-dentists-guide-to-the-law-246-things-every-dentist-should-know-fourth-edition-88198)

**Guidelines for Practice Success**  
[catalog.ada.org/catalog/guidelines-for-practice-success-kit-48348](http://catalog.ada.org/catalog/guidelines-for-practice-success-kit-48348)

### ***ADA Member Advantage***

Products and services to help manage the business-side of your practice, as well as your personal life, more smoothly and efficiently. Make your choice with confidence knowing these resources have been thoroughly researched and endorsed exclusively for ADA members.  
[adamemberadvantage.com](http://adamemberadvantage.com)

## **STATE OF MISSOURI**

**Department of Health and Senior Services, Office of Dental Health**  
Phone: 573-751-5874  
[oralhealth@health.mo.gov](mailto:oralhealth@health.mo.gov)  
[health.mo.gov/living/families/oralhealth](http://health.mo.gov/living/families/oralhealth)