# New Practice Checklist

Whether you are buying, joining an existing practice or opening a new practice from scratch, you have many things to consider, including licenses, local requirements, insurance, infection control and OSHA, just to name a few. Use this checklist as a starting point to address these issues. Even if you aren't ready to open a practice, you will find various items in this document useful.

| To Do: | What: | Resource: |
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| **Insurance** | ☐ Secure Malpractice Liability Insurance | 1) Graduate from dental school<br>2) Before you can start practicing, you **must acquire** malpractice liability insurance.<br>3) Set up an inactive malpractice policy and receive a policy number for the application.<br>4) Then once you receive your license you must activate the policy.<br><br>Call Dr. Randy Kluender (manager of the Dentists Professional Liability Trust of Colorado) at 303-357-2600 or 877-502-0100 for more information. |
| | ☐ Procure Disability and Life Insurance | The next insurances you absolutely have to have in place before you practice are disability and life insurance. Call COPIC Financial Service Group at 720-858-6280 or 800-421-1834.<br><br>COPIC provides business and personal insurance products at competitive prices through multiple providers. CDA members receive several discounts on various insurance services.<br><br>If engaging in a partnership, then you might consider a "key person" policy, also commonly called keyman insurance or key employee insurance to protect the assets if your business partner were to become deceased. It is an important form of business insurance. definition of "key |
| **Professional Licenses** | ☐ Obtain your Colorado Dental License | Colorado State Board of Dental Examiners<br>Phone: 303-894-7800 \| Fax: 303-894-7764<br>Email: dora_dentalboard@state.co.us<br>1560 Broadway, Suite 1350<br>Denver, CO 80202 |

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| | The Colorado Department of Regulatory Agencies regulates numerous professions in Colorado.<br><br>The Colorado Dental Board regulates and licenses dentists and dental hygienists.<br><br>Enforcement of the Dental Practice Act is in the hands of the Colorado Dental Board.<br><br>☐ Create your Healthcare Professions Profile<br><br>☐ Obtain at least 30 hours of CE per licensure cycle | DORA Dentist Application Checklist<br>All dentist licenses expire on the last day of February on even-numbered years and must be renewed to continue practicing.<br><br>Renew your License<br>The CDA is not responsible for dental licenses and is not directly involved in license renewal. We make every effort to inform members about this process, as licensure is a critical piece of your dental practice.<br><br>Dental Board Rules and Regulations<br>(Effective June 30, 2016)<br>Dental Board Policies<br>(Effective March 14, 2019)<br><br>Dental Board Directory<br>Relocating to another state, access this website to learn more about the laws in your new state before you go.<br><br>Dentist and Dental Hygienist Practice Act<br>• Note: Legislation passed in 2014 made significant changes to the Dentist and Dental Hygienist Practice Act.<br>• See HB14-1227 to review specific changes to the law.<br><br>While the Colorado State Board of Dental Examiners has the responsibility to regulate the practice of dentistry in Colorado, ADA has policies on licensure matters. These include<br>• advocating for freedom of movement for dentists,<br>• increasing standardization of clinical licensing exams, and<br>• eliminating the use of patients in board exams.<br>As a member service, the ADA collects and summarizes state dental licensure information. Visit the ADA licensure page for more information.<br><br>A Healthcare Professions Profile must be created and maintained for each active license held. You will need to update it during license renewal time. Create or update your profile. Check out frequently asked questions.<br><br>Colorado dentists and dental hygienists must complete at least 30 hours of CE per licensure cycle to renew, reactivate or reinstate their licenses as outlined in the passing of the 2014 Sunset Review Bill. Dentists must take 30 hours of CE between March 2018 and February 2020 and report compliance when renewing their licenses |

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| | | in 2020. If a license is issued within 1 year of a renewal date, no CE will be required for that first renewal period. If a license is issued outside of 1 year of a renewal date, then 15 hours of Colorado Dental Board-approved CE will be required for that first renewal period. **You will be required to attest to completion of continuing education (CE) credits during each license renewal.**<br><br>Current Basic Life Support for healthcare providers is required of all licensees, and all licensees will receive a maximum of 2 hours continuing education credit for completing. Dentists who have moderate sedation, deep sedation or general anesthesia privileges must successfully complete and maintain Advanced Cardiac Life Support or Pediatric Advanced Life Support training, as appropriate for the dentist's practice.<br><br>In Colorado, CPR training must be certified by the American Heart Association, the American Safety and Health Institute, or the American Red Cross. So long as the course is approved by one of these entities, the specific content and delivery format of the training is not specified. Dentists and dental personnel must keep their life support credentials current. Most CPR certificates require renewal every one or two years. Be sure to keep copies of current life support credentials in personnel files for easy reference.<br><br>At least 16 of the required 30 hours must be clinical or science-based, or 8 of the required 15 if paragraph G.4 of this rule applies.<br><br>At least 50% of the required hours must be live and interactive. More detailed requirements can be found by reviewing Rule III(G), including the types of continuing education that are accepted. Or access the CDA's Journal article New CE Rules for Dentists: What You Need to Know.<br><br>The Colorado Dental Board asks that once a course is completed you obtain documentation from the course that includes course sponsor, course title, date(s), hours, and the course verification of completion certificate or form. Keep these records on file for at least two license renewal cycles after the course was completed. **The Colorado Dental Board will perform audits to verify compliance. If you are audited, you will need to produce the required documentation to prove that hours were completed in accordance with the CE requirements.**<br><br>Enter your CE in the new CE Member Depository. You will need your ADA number and password to login. Contact |

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| | | Erica Carvin, CDA Director of Membership, at erica@cdaonline.org or 303-996-2842 if you need your password reset or have questions.<br><br>Department of Professional Regulation or State Board of Dentistry<br><br>Colorado Dental Board Frequently Asked Questions |
| | ☐ Obtain Anesthesia and Analgesia Permit (needed for sedation) | All dentists currently possessing a Minimal Sedation, Moderate Sedation, or Deep Sedation/General Anesthesia permit automatically received the Pediatric Designation on June 30, 2015, unless they "opted out" of it.<br><br>Approval to Administer/Renewal or Reinstatement of Anesthesia<br><br>Application Checklist for Minimal, Moderate and/or Deep Sedation/General Anesthesia |
| | ☐ Pediatric Designation Needed if You Plan to Offer Permitted Anesthesia Services to Children | |
| | ☐ Complete the Practice Ownership Form | Practice Ownership Form<br>Pursuant to 12-35-116.5, C.R.S., this form must be completed by every dental and dental hygiene office in the state of Colorado. Any change in the information shall be updated within 30 days of the change. |
| | ☐ Obtain a Controlled Substance License | Drug Enforcement Administration<br>Phone 303-705-7323 or 800-882-9539<br>Fill out an application online to obtain a license to prescribe drugs. Check out the Physician's Manual that explains the rules and regulations. |
| | ☐ Register with the Prescription Drug Monitoring Program (PDMP) | Prescription Drug Monitoring Program (PDMP)<br>Phone: 855-263-6403 \| Email: copdmp-info@hidinc.com<br>The electronic Prescription Drug Monitoring Program (PDMP) is a secure database that provides objective information about patients' controlled substance |

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| | | prescription records to assist Colorado healthcare providers in offering appropriate treatment to their patients.<br>The PDMP database provides dentists with vital information to make informed decisions about prescribing a controlled substance. Registering to use the PDMP tool is **free** and **required** for all dentists who possess an active DEA registration. Register here using your dental license number and other key pieces of identifying information. View a tutorial video on the registration process by clicking here.<br><br>To get even more prescribers to use the database, the Department of Regulatory Affairs has improved the database to make use and navigation easier. Find out what's new in 2018. |
| **Professional Association** | ☐ Join Colorado Dental Association, American Dental Association and your Local Dental Society | Colorado Dental Association<br>Phone: 303-740-2842 \| Fax: 303-740-7989<br>Email: erica@cdaonline.org<br>8301 East Prentice Ave. Suite 400<br>Greenwood Village, CO 80111 |
| **Regulations** | ☐ Register your X-Ray Machine<br><br>☐ Train Personnel<br><br>☐ X-Ray Equipment Certifications<br><br>☐ Waste Management (including but not limited to: Biohazard drugs/pharmaceutical, | The **X-Ray Facility Registration fee** is an annual fee required by the Colorado Rules and Regulations Pertaining to Radiation Control (6 CCR 1007-1). This **$50 fee** is charged to each x-ray machine facility in Colorado and is due by April 30 of each year. This fee is separate from the x-ray machine certification fee that is paid each time an x-ray machine is inspected. View frequently asked x-ray registration questions or call 303-692-3448 or email cdphe.hmxraycomments@state.co.us if you need customer technical assistance.<br><br>X-Ray Training Program<br>Train your assistants who take x-rays with a required State Board of Dental Examiners approved training course (compliance with Rule X of the Colorado Dental Practice Law). The new course is approximately five hours in length, divided into five learning modules with embedded quiz questions to watch anytime. CDA member price is $150 without tax. Contact Geri at 303-740-6900, 800-343-3010 ext. 100 or geri@cdaonline.org.<br><br>Colorado Regulations Pertaining to Solid Waste Sites and Facilities<br><br>Check out Medical Systems of Denver, Inc. who provides both biohazardous (sharps and red bag waste) and hazardous (fixer, developer, scrap amalgam, etc.) |

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| | sharps, amalgam, fixer or RCRA). | waste disposal. Make sure your waste vendor can handle biohazardous and hazardous waste applicable to your practice. Discounted pricing for CDA members. |
| | ☐ HIPAA | Best Management for Amalgam Waste<br>Federal EPA Final Rule Amalgam Separators<br>Health Insurance Portability and Accountability Act/HIPAA<br>Phone: 312-440-2500 \| Email: HIPAA@ada.org<br>The Health Insurance and Portability and Accountability Act (HIPAA) protect a patient's personal information and privacy. If you accept payment of claims electronically, you must comply with the federal and state HIPAA regulations. The ADA has compliance kits with forms, check lists and frequently asked questions. |
| | ☐ National Provider Identification (NPI) | National Plan and Provider Enumeration System (NPPES)<br>Phone: 800-465-3203<br>The National Provider Identifier is a unique, government-issued, standard identification number for individual health care providers and provider organizations such as clinics, hospitals, schools and group practices.<br><br>Any health care provider that uses electronic transactions—like claims or eligibility verifications—is considered a "covered entity" under the Health Insurance Portability and Accountability Act (HIPAA) standard and is required under federal law to include an NPI on electronic transactions. This definition applies regardless of whether the provider submits electronic transactions directly or via a third party, like a vendor or a clearinghouse. |
| | ☐ Register with MyBizColorado to manage your business. | MyBizColorado is the fastest way to register and manage a business. This is the official filing tool for the State of Colorado. By using MyBizColorado, you can:<br><br>Register for a sales tax license.<br>Register employees for wage withholding.<br>Register employees for unemployment insurance.<br>Find resources to help plan a new business and obtain professional licenses.<br><br>Click here to get important questions like these answered:<br>How do I know if my business name is available to register?<br><br>What are the state agencies that need information from me to start my business? |

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| | ☐ Post Disclosure Fees for Top 15 Office Procedures | A document listing at least the fees for the 15 most common healthcare services provided by your office is required to be made available electronically or on the provider's website and needs to be updated at least annually. If your practice is within a small group practice of 6 or fewer identically licensed providers (includes both dentists and dental hygienists), you may post the information in the patient waiting room for your practice, as opposed to providing it electronically or on a website. Click here for more information.<br><br>Gauge where your fees line up against national and regional averages.<br><br>The ADA provides an overview of average fees nationally, by region and by specialty.<br><br>The 2016 fee data is free to ADA members. The 2016 Survey of Dental Fees covers material collected in 2016 from 1,695 responding dentists. The survey sample was a simple random probability sample of 13,000 dentists in private practice, which included both member and non-member dentists. Click here to learn more. |
| **Local Requirements** | ☐ City or Village Occupancy Permit | Contact your local county and municipal governments for regulations related to opening a dental practice. |
| | ☐ Zoning Board | Contact your local county and municipal governments for regulations related to opening a dental practice. |
| | ☐ Building Permit | Apply for a Colorado building permit. |
| **Employer Responsibilities** | ☐ Report New Hires | State Directory of New Hires (SDNH)<br>Metro Denver: 303-297-2849<br>Nationwide: 1-800-696-1468<br><br>SDNH is a centralized, confidential, and secure repository responsible for receiving new hire data reported by employers in the State of Colorado. Federal law (42 USC 653A(b)(1)(A)) requires employers to furnish this data to the SDNH of the state in which a newly hired employee works.<br>• Reporting must take place 20 calendar days after the date of hire or by first regularly scheduled payroll following the date of hire, if such payroll is after the expiration of the 20-day period. |

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| | | • If reporting electronically, employer must transmit twice per month, no fewer than 12 and no more than 16 days apart.<br>Whom to report: Newly hired employees, rehired employees and contractors.<br>Employers are required to pay premiums through a quarterly premium-report and wage-report process. You might be required to pay unemployment insurance premiums if you meet specific requirements. To receive an unemployment account number, you may register your business online through MyBiz Colorado or submit the registration form. |
| | ☐ Utilize Employment Eligibility (I-9 forms) | U.S. Citizenship and Immigration Services<br>Phone: 800-375-5283<br>Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the US. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the US. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. Access the I-9 paper form. |
| | ☐ Register your business for an Unemployment Account | Colorado Department of Labor and Employment<br>Phone: 303-318-9000<br>Toll-Free: 1-800-388-5515<br><br>Register Online if:<br>1. You are paying wages to at least one employee in Colorado.<br>2. Your first payroll date is in the prior calendar year or the current calendar year.<br>3. You have not previously registered for an unemployment identification number.<br>4. You are not involved in a change of ownership.<br>To receive an unemployment account number, you may register your business online through MyBiz Colorado or submit the registration form. For more information, visit the Colorado Department of Labor and Employment website. |
| | ☐ Submit premium and wage reports every quarter. | You must submit premium and wage reports for every quarter by the last day of the month following the quarter's end. Most employers can file both premium and wage reports through MyUI Employer. |

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| | ☐ Ensure Proper Worker Classification | State Directory of New Hires is a centralized, confidential, and secure repository responsible for receiving new hire data reported by employers in the State of Colorado. Federal law (42 USC 653A(b)(1)(A)) requires employers to furnish this data to the SDNH of the state in which a newly hired employee works. □ Reporting must take place 20 calendar days after the date of hire or by first regularly scheduled payroll following the date of hire, if such payroll is after the expiration of the 20-day period. □ If reporting electronically, employer must transmit twice per month, no fewer than 23 and no more than 16 days apart. □ Whom to report: Newly hired employees, rehired employees and contractors. Employers are required to pay premiums through a quarterly premium-report and wage-report process. You might be required to pay unemployment insurance premiums if you meet specific requirements.<br><br>□ Utilize Employment Eligibility (I-9 forms)<br>□ Register your business for an Unemployment Account<br>□ Submit premium and wage reports every quarter.<br>□ Ensure Proper Worker Classification requirements. To receive an unemployment account number, you may register your business online through MyBiz Colorado. |
| | ☐ Confirm you are in compliance with minimum wage, overtime, state and federal wage and hour laws and regulations. | Ensure you are classifying your workers correctly. Employee/worker misclassification occurs when an employer mistakenly classifies a worker as an independent contractor rather than an employee. Read more.<br>Not sure you are in compliance with minimum wage, overtime and pay laws and regulations? Learn more. |
| | ☐ Post Required State & Federal Workplace Posters | Most government agencies provide their own posters online without cost. Use the Colorado Employer Poster Advisor for a general list of both state and federal posters. Access the Colorado poster requirements and the federal poster requirements. |
| **Infection Control/OSHA** | ☐ Vaccines and immunizations | Learn which immunizations are strongly recommended for you and your dental team according to the Center for Disease Control and Prevention. |
| | ☐ Take steps to act in accordance with the | American with Disabilities Act (AwDA)<br>Phone: 800-514-0301<br>The AwDA is a federal law that regulates how you treat patients and employees that have disabilities. Guidelines |

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| | American with Disabilities Act (AwDA). | have been created on how you need to design your office in order for it to be handicap accessible. Individuals with hearing impairment or sight must also be able to access your website. Find an immediate overview of steps to consider in the short-term to be in compliance. Here's more information that will give you a more long-term approach to making your website fully accessible. |
| | ☐ Infection Control Requirements | Center for Disease Control and Prevention<br>Phone: 800-232-4636 |
| | ☐ Job Safety & Health Protection | Practical Guide to Effective Infection Control |
| | ☐ OSHA Compliance | Occupational Safety and Health Administration (OSHA)<br>Phone: 720-264-6550 or 800-321-6742<br>OSHA has enacted several rules and regulations to ensure employee safety and training in the dental office. In addition to employee safety and training, some of these requirements include infection control, waste management and hazardous chemicals. OSHA Bloodborne Pathogens Standard requires initial training for new employees and annual training updates for employees in infection control or prevention. You will need to supply the Hepatitis Vaccine to your employees at no charge. Learn about OSHA's Bloodborne Pathogens Standard Fact Sheet.<br><br>ADA/OSHA<br>The ADA has numerous resources on their website that you will find extremely useful to help you meet all the requirements. |
| **Taxes** | ☐ State Department of Revenue | IRS Colorado<br><br>List of State Department of Revenues |
| | ☐ Federal | IRS<br>Business Phone: 800-829-4933 or Individual Phone: 800-829-1040<br><br>Notify the IRS if your business address has changed. Click here to find out how. |
| **Other Insurances** | ☐ Consider Additional Insurance: Workers' Compensation, Facility | Workers' compensation insurance is required in Colorado. This provides employees with financial compensation for lost wages due to harm or injury caused by performing their duties at your dental office. |

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| | Insurance and Office Overhead Insurance<br><br>☐ Consider getting Employee Fidelity Bond | Facility Insurance covers replacement of equipment and supplies that are damaged or lost due to fire, flooding, etc. This is essentially like a homeowner's policy for the office.<br><br>Office overhead insurance covers the monthly expenses of supplies, rent or mortgage, equipment loans, etc., if the dentist cannot work due to injury or illness.<br>Employee Fidelity Bond is a security bond that protects employers from damages caused by dishonest and/or negligent actions of employees. Employee Fidelity Bonds reimburse employers for losses from employee fraud, theft, forgery, and embezzlement of company's cash and other assets. Available with COPIC. |
| **Sign Up to Be a Provider** | ☐ Medicare | Dentists no longer need to opt in (enroll) or opt out of Medicare to continue to provide dental care, supplemental services, and prescriptions for patients on Medicare or Medicare Advantage plans. Get the details. |
| | ☐ What Should You Charge for Your Services? | 1. You could be sued (anti-trust lawsuit) if you discuss/compare fees with your peers (perceived price fixing/other dentists are your competitors).<br>2. Since less than 50% of individuals have dental insurance coverage, your fees do need to be competitive.<br>3. Should you decide to sign up as a “Network Provider” with an insurance company, you may be required to file your “fee schedule”. This data is used to create a large database of what is referred to as the UCR (usual and customary) fee.<br>4. Once you have established a potential location for your practice, you may want to look at some data available online at the below web sites who offer Discount Health Plans. Note – Discount Health Plans are not insurance plans (rather members pay an annual fee to get the deeply discounted pricing). Dentists who are providers in these networks will accept the “plan price”. Assuming that these companies utilize a reputable database source for the UCR fee, looking at the UCR fee could be a useful resource.<br>DentalPlans.com - put in zip code to find UCR and drill down.<br>SavonDentalPlan.com or AlphaDentalPlan.com - put in ZIP code to find UCR and drill down.<br>Or see page 7 in here with information on the 2016 fee data from the ADA on their Survey of Dental Fees. |
| | ☐ Consider Being a Network Provider | You may desire to be a network provider for various insurance plans and below is some contact information. The CDA hopes you will analyze the reimbursement rates carefully to determine that monies are received. |

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| | ☐ Manage Third-Party Payers | Don't be inundated with claim issues anymore. Understand dental benefit issues abound, members have access to experts in navigating dental benefit issues through the ADA's Third Party Payer Concierge. Members can speak to someone directly about provider issues by calling 312-440-2500 or email dentalbenefits@ada.org.<br><br>Know before you sign on the dotted line with help from the ADA Contract Analysis Service. This service provides members with information about a proposed contract to make it easier to analyze its terms. The service analyzes:<br><br>dental provider contracts with third party payers, dental management service organization contracts and contracts that offer dental school students scholarships or loans in exchange for a commitment for future employment. Utilize this free ADA member benefit by submitting an unsigned copy of the contract and a request for analysis to the CDA. Send your contract to Erica Carvin at erica@cdaonline.org or fax 303-740-7989. **DO NOT** send to the ADA directly. If the contract has previously been reviewed, you will receive analysis within a few days; otherwise, it may take 3-4 weeks. |

## Additional Resources:

The ADA has many great resources available through their Center for Professional Success to help you succeed as both dental practitioners and small business owners.

A great source to use for general business information is the *Colorado Small Business Resource Book*. Download a full copy of the book or visit your local Small Business Development Center to pick up a free copy. For assistance locating a site near you, call the Small Business Navigator at 303-592-5920.

The CDA Business Brief addresses commonly asked business questions. This business resource allows you and your staff to quickly learn the answers to many of your most commonly asked questions in the areas of practice management, risk management, employment law, regulatory compliance, and much more. Each video offers concise information in 1 to 3 minutes.

Check out Charles Blair's book *Coding with Confidence*. This book will help prevent the most common and costly coding errors. Or check out the CDT 2018. This book is the official source for the most accurate and up-to-date dental procedure codes. It includes a coding Q & A and real-life scenarios to increase staff comprehension – and reduce rejected claims.

Learn how to make the Prompt Payment Law work for your business. This law does not apply to Workers' Compensation, Medicaid and Medicare because they are already subject to additional processing obligations.

## Colorado Department of Health Care Policy and Financing

Phone: 303-866-2993 | Fax: 303-866-4411
1570 Grant Street
Denver, CO 80203
The Department of Health Care Policy and Financing oversee and operate Health First Colorado (Colorado's Medicaid Program) Child Health Plan Plus (CHP+) and other public health care programs for Coloradans who qualify.

## Colorado Department of Public Health and Environment

Phone: 303-692-3300 | Email: cdphe.information@state.co.us
Walk-in services available
4300 Cherry Creek Drive South
Denver, CO 80246
The Colorado Department of Public Health and Environment is charged with protecting and maintaining the health and environment of the citizens of Colorado. The Department has 13 main health and environment divisions including Family Health Services; Disease Control and Environmental Epidemiology; Consumer Protection; Hazardous Materials and Waste Management; Water and Air Pollution Control; Radiation Control; Health Statistics and Vital Records; Health Facilities; the Rocky Flats Program, Emergency Medical Services; Laboratory Division and the Division of Prevention Programs.

## U.S. Equal Employment Opportunity Commission (EEOC)

Phone: 800-669-4000 | Fax: 303-866-1085
303 E. 17th Avenue, Suite 410
Denver, Colorado 80203
This agency is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered.

The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits. Click here for frequently asked questions for this agency and sign up to receive their latest news and updates.

*This document may not be a comprehensive guide based on where you practice but rather a guide to help you start the process of building a successful dental practice. This document is not intended to provide expert or legal counsel, and cannot speak to the laws at every level that could concern you and your dental practice.*