New Practice Checklist

Are You Ready To Open For Business?

By: SCCDS Member Support Staff

☐ Business License Or Registration

Most cities require a business license or registration. Contact the city hall or seat of government where you intend to practice to find out if the treasurer, city clerk and/or business license department administers licenses. If you set up and then move your practice within a city, you may be required to notify the same agency about your address change.

☐ Prescription Drug Compliance

If your practice will require you to write prescriptions for controlled substances, you must have a Drug Enforcement Administration (DEA) number issued by the U.S. Department of Justice. Apply for a number: deadiversion.usdoj.gov/online_forms_apps.html

You’ll also need to order Controlled Substance Prescription Forms from approved vendors listed by the California Department of Justice. oag.ca.gov/security-printers/approved-list

If you are a direct dispense prescriber you may electronically report dispensing data to the DOJ. To apply for an account, view instructions on how to apply or submit dispense data, visit www.aucures.com. Please note that the DOJ no longer accepts paper direct dispense reports.

☐ Equipment Permits and Registration

X-Ray Equipment

State law requires that owners of X-ray machines register with the California Department of Health Services and comply with state radiation-protection standards. Current registration is $186 per X-ray tube, billed every two years. For registration forms and standards information, visit cdph.ca.gov/programs/Pages/RadiologicHealthBranch.aspx

Air Compressor Tanks

Cal/OSHA requires a permit for compressors larger than 1.5 cubic feet in volume or when the safety valve is set greater than 150 psi. Compressor tanks must have a nameplate with the ASME Code symbol (a clover leaf with a “U” or “UM”) to indicate compliance. Contact Cal/OSHA’s Pressure Vessel Section for your tank to be inspected and permitted. Fees may vary by location. A typical permit is issued for five years, after which the compressor must be re-inspected. http://www.dir.ca.gov/dosh/pressure.html
Phone: 510.622.3066

Most cities in Santa Clara County also require a Hazardous Materials Storage Permit from the Fire Department to use nitrous oxide or other explosive gas. For example, visit the San Jose Fire Department website: https://sanjoseca.gov/?nid=749

☐ Waste Disposal and Registration

Medical Waste

All generators of medical waste (including sharps, pharmaceuticals and biohazardous materials) must register and pay a fee to regional enforcement agencies. Some areas are regulated by a local enforcement agency (LEA), such as the county health department or environmental health department. Others are under the jurisdiction of the California Department of Health Services (DHS). Visit the DHS website to find out how your area is regulated. You can also find information about mail-back sharps services, alternative waste treatment technologies, waste-generator application forms and instructions, and the Medical Waste Management Act. cdph.ca.gov/Pages/Default.aspx
Phone: (916) 558-1784

Hazardous Waste

Many dental offices generate hazardous waste (amalgam, outdated chemicals or fixer) but manage it as recyclable materials or universal waste. Generators of hazardous waste typically require an EPA ID number, but there are exceptions. Visit the Department of Toxic Substances Control website to determine if you need a number and apply for one if needed. dtsc.ca.gov/IDManifest/index.cfm
Phone: 800.728.6942.

Wastewater

It is illegal in Santa Clara County to dispose of hazardous wastes by flushing them down the drain. Santa Clara County also requires dental offices to secure a wastewater permit.

Consult the CDA Compliance Manual for guidance about a broad spectrum of hazardous wastes and how to meet Cal/OSHA and waste...
management requirements. Order a copy for only $75 at ebusiness.cda.org/ebusiness/ProductCatalog/ProductCategory?ID=8.

Taxes
As an employer/businessperson, you need a federal tax identification number, which is not the same as your Social Security number. To obtain a federal tax ID number, register with a local office of the IRS. Forms and information about federal FICA (Social Security) quarterly tax returns are also available there.

Enrollment forms for state tax deductions are available from the local office of the California Employment Development Department (EDD). If you have employees, enrollment is mandatory. The EDD can also give you information about State Disability Insurance (SDI) and an explanation of mandatory payroll reports.


Employment Development Department: edd.ca.gov/Payroll_Taxes/Am_I_Required_to_Register_as_an_Employer.htm

Insurance
Although California law does not require dentists to carry professional liability insurance, they are legally liable for actions under the Dental Practice Act. In order to protect your professional and personal assets, professional-liability insurance is a necessity.

California state law does require that employees be covered by workers’ compensation insurance.

Information about both professional liability insurance and workers’ compensation insurance is available through The Dentists Insurance Company (TDIC), a wholly owned subsidiary of the California Dental Association. TDIC offers professional and premises liability coverage and risk-management services to dentists and their employees.

TDIC
1201 K Street, 17th Floor
Sacramento, CA 95814
Phone 800.733.0633
Fax 877.498.6105
www.thedentists.com
CA Lic #0652783

Workplace Compliance
The state also requires employer compliance with provisions governing working conditions, including wages. For information, refer to a set of posters provided by CDA and your local component; or to the California Department of Industrial Relations website; or to your local office of the state agency.

Department of Industrial Relations
www.dir.ca.gov/wp.asp

Federal and state laws require employers to display posters about employee safety and health, job discrimination, wages and other employee issues. CDA has compiled these posters into a set, available through SCCDS. You may also purchase a duplicate poster set at the following link: http://ebusiness.cda.org/ebusiness/ProductCatalog/Product?ID=4844

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and keep a copy at each office. Dental offices also must have a written Hazard Communication Plan and an Exposure Control Plan for blood-borne pathogens. For information, contact:

California Division of Occupational Safety and Health (Cal/OSHA)
800.963.9424
www.dir.ca.gov/occupational_safety.html

On The Web
Dental Board of California
www.dbc.ca.gov
American Dental Education Association
www.adea.org
California Academy of General Dentistry
www.cagd.com
American College of Dentists
www.dentalethics.org
California Business and Professions Code
www.leginfo.ca.gov/calaw.html

ADA
American Dental Association
211 East Chicago Ave.
Chicago, IL 60611-2678
www.ada.org/en/member-center/
312.440.2500

cda
California Dental Association
1201 K Street, 14th Floor
Sacramento, CA 95814
www.cda.org
/member-resources/practice-support
800.232.7645

SCDCS
Santa Clara County Dental Society
1485 Park Avenue
San Jose, CA 95126
www.sccds.org
Dentist’s Mentor Online
www.sccds.org/mentor.html
Jobs Section
www.sccds.org/jobsclassifieds.html
408.289.1480

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