



Practice Start-up Checklist

Use this checklist for new oral and maxillofacial surgery practices. Please consult your local state board regarding professional ethics, regulations and codes of conduct.

Starting a practice

- Determine site selection
- Decide on business organization structure
- Secure state dental license
- Secure anesthesia permit
- Complete Office Anesthesia Evaluation (OAE)
- Reach out to state Department of Revenue
- Secure National Provider Identifier (NPI)
- Secure city or village permit/building permit
- Hire staff/finalize employment eligibility process (I-9 forms)
- Comply with federal- and state-mandated staff training
- Determine practice logo and name
- Set up bank accounts
- Review and sign insurance contracts
- Comply with OSHA poster requirements
- Obtain DEA license
- Secure malpractice, liability, property and business insurance
- Choose an accountant / finalize practice financing
- Obtain legal counsel
- Choose an architect
- Secure workers' compensation, employee healthcare
- Determine overhead expenses
- Identify disability income
- Identify professional liability
- Determine federal IRS requirements
- Secure an IRS Taxpayer Identification Number (TIN)
- Perform BLS/ACLS/PALS training with staff
- Establish an advertising and marketing plan
- Comply with the Americans with Disabilities Act (ADA Section 157)
- Follow the AAOMS *Parameters of Care*
- Research AAOMS Advantage Partners for utilization at AAOMSAdvantage.org

Annual tasks

- Determine educational meetings for doctor and staff
- Secure business overhead insurance
- Perform equipment maintenance
- Renew allied staff members' dues
- Review fee schedules
- Perform insurance contract review
- Renew AAOMS dues and consider contributions to OMSPAC and the OMS Foundation
- Ensure employees receive vaccines and immunizations
- Check for changes to the Americans with Disabilities Act
- Review referral trends
- Purchase new coding books – check compliance manual updates
- Renew or join the AAOMS registry OMSQOR
- Renew DEA license (for each location)
- Renew state dental license (if necessary)
- Renew anesthesia permit (if necessary)
- Complete X-ray registration
- Perform HIPAA training with all staff
- Perform OSHA training with all staff
- Perform BLS/ACLS/PALS training with staff
- Update federal and state labor law posters

Quarterly tasks

- Conduct employee reviews/appraisals
- Perform referral trend review
- Perform anesthesia emergency simulation review
- Review product warranties (additional charges, renewal options)
- Engage in team building – reward excellence
- Review CMS programs (EHR & payments)
- Ensure the compliance coordinator reports findings to doctors and staff and initiates corrective action

Monthly tasks

- Practice emergency drills with staff
- Conduct medication expiration audit
- Run month-end report (production charges, adjustments, collections, A/R)
- Review referral marketing activities
- Perform crash cart maintenance
- Check state and federal regulatory changes for the OMS office and staff

Semimonthly tasks

- Run payroll
- Perform inventory/ordering (ensure supplies are acceptable in state)
- Maintain FDA RECALL log ([FDA.gov/Safety/Recalls](https://www.fda.gov/safety/recalls))
- Perform bio-hazardous waste disposal (depends on practice needs)
- Perform software updates

Weekly tasks

- Perform biologic sterilization testing
- Call patients with upcoming appointment reminders
- Conduct meeting with the OMS, practice manager, marketing and administrator
- Perform extensive office cleaning
- Organize all forms, worksheets, brochures, etc.
- Update social media platforms
- Send out survey for recent patient reviews

Helpful websites

- AAOMS compliance manuals – ([AAOMSstore.com](https://www.aaomsstore.com))
- AAOMS Advantage Partners – ([AAOMSAdvantage.org](https://www.aaomsadvantage.org))
- Americans with Disabilities Act – ([ADA.gov](https://www.ada.gov))
- Centers for Disease Control and Prevention's dentistry guidelines – ([CDC.gov](https://www.cdc.gov))
- Centers for Medicare & Medicaid Services – ([CMS.gov](https://www.cms.gov))
- Drug Enforcement Administration – ([DEADiversion.USDOJ.gov](https://www.dea.gov))
- Employment eligibility – ([USCIS.gov](https://www.uscis.gov))
- Federal Trade Commission/Red Flag Rules – ([FTC.gov](https://www.ftc.gov))
- HIPAA compliance information – ([ADA.org](https://www.ada.gov))
- IRS Taxpayer ID Number (TIN) – ([IRS.gov](https://www.irs.gov))
- Labor law posters – ([DOL.gov](https://www.dol.gov))
- National Plan & Provider Enumeration System – ([NPPES.CMS.HHS.gov](https://www.nppes.cms.hhs.gov))
- Occupational Safety and Health Administration's dentistry guidelines – ([OSHA.gov](https://www.osha.gov))
- OMSNIC – ([OMSNIC.com](https://www.omsnic.com))
- State dental associations – ([ADA.org](https://www.ada.org))
- State dental boards – ([AADBdentalboards.org/state-dental-board-list](https://www.aadb-dentalboards.org/state-dental-board-list))
- State Departments of Revenue – ([IRS.gov](https://www.irs.gov))
- U.S. Environmental Protection Agency – ([EPA.gov](https://www.epa.gov))
- U.S. Food & Drug Administration – ([FDA.gov](https://www.fda.gov))
- Workers' compensation – ([OMSNIC.com](https://www.omsnic.com))

Find additional checklists in the *Practice Management Manual: A Guide to Managing the OMS Office*, 3rd Ed., available at [AAOMSstore.com](https://www.aaomsstore.com).