



License and permit information

Dental License

The Department of Financial and Professional Regulation licenses and regulates numerous professions in Illinois. The Department consists of a number of boards and committees, which participate in enforcement activities. Enforcement of the Dental Practice Act is in the hands of the Illinois State Board of Dentistry.

Contact the Illinois Department of Financial and Professional Regulation at 800/560-6420 to request the requirements and application for license to practice dentistry in Illinois. Your dental license expires on September 30 and is good for three years. Licensure by credentials is available for dentists, and the Department can give you the regulations and requirements. You should also request the following from the Department: the Dental Practice Act and the Rules and Regulations for the Administration of the Act.

If you practice as a specialist, you must have a specialty license in addition to your general dentist license. You cannot advertise to limit a practice to a specialty area without having a specialty license. Visit the website at www.idfpr.com/profs/dentist.asp to request applications and forms.

Dental Hygienists

All dental hygienists must have a current Illinois license to practice. Hygienists may request an application for licensure from the Department of Financial and Professional Regulation after graduating from a dental hygiene school and passing the appropriate regional board examination. Licensure by credentials is available for dental hygienists. This license must be renewed every three years.

Dental Assistants

Requirements for dental assistants, including expanded functions, can be found in the Illinois Dental Practice Act and the Administrative Rules. These can be found on the Illinois Department of Financial and Professional Regulation's website: www.idfpr.com/profs/dentist.asp.

Anesthesia and Analgesia

A permit from the Department of Financial and Professional Regulation is required if you plan to perform moderate sedation, conscious sedation, deep sedation or general anesthesia in your practice. There are no regulations or permits needed for a dentist to provide nitrous oxide. Read the Rules and Regulations for the specific regulations concerning sedation and how to obtain a permit.

Starting Your Practice...

In the following pages are some of the important things that you need to know in order to start a dental practice in Illinois. You probably didn't learn most of these things in dental school. The New Dentist Committee of the Illinois State Dental Society has compiled this information as a tool to help you. While it's impossible to include everything that you need to know to run a business, we hope this will help you get started.

Taxes

Illinois Department of Revenue

217/782-3336 • www.revenue.state.il.us

Call to receive registration information on the necessary forms to file when starting a business or to request forms.

Service Occupation Tax

If you buy from a supplier who is not paying sales tax in Illinois, you must register with the Department of Revenue and pay sales tax. Call the Sales Tax Division at 217/524-4690 for information on this requirement.

Local Business Ordinances & Permits

Be sure to check with your local government for any business or regulatory ordinances that might apply to your practice.

OSHA

800/321-6742 • www.osha.gov

The Occupational Safety and Health Administration has a number of requirements concerning infection control, employee safety and training, waste management and hazardous chemicals. You must have an annual training program concerning infection control for your employees. The American Dental Association can be very helpful in supplying additional information to help you meet your office requirements.

Employees

Posters

There are numerous posters you must post if you have any employees. Contact the following agencies to secure these posters:

Illinois Department of Employment Security

217/785-5070 • www.ides.illinois.gov

Notice to Workers about Unemployment Insurance Benefits

Illinois Department of Labor

217/782-6206 • www.illinois.gov/idol

Notice to Employers & Employees

U.S. Equal Employment Opportunity Commission

800/669-4000 • www.eeoc.gov

Equal Employment Opportunity is the Law
Americans with Disabilities Act

Illinois Department of Public Health

217/782-4977 • www.dph.illinois.gov

Emergency Care for Choking

Illinois Workers' Compensation Commission

312/814-6611 • www.iwcc.illinois.gov

100 West Randolph, Suite 8-200

Chicago, Illinois 60601

(Written request with self-addressed return envelope)

Workers' Compensation

OSHA

312/353-2220 • www.osha.gov

Job Safety & Health Protection

U.S. Department of Labor • Wage & Hour Division

312/353-8145

(Leave message on voicemail requesting the following posters)

www.dol.gov/elaws/posters.htm

Employee Polygraph Protection Act

Your Rights – Federal Minimum Wage

Family & Medical Leave Act

Illinois Department of Employment Security

217/785-5070 • www.ides.illinois.gov

If you have any employees, you must register with one of the regional revenue offices located throughout the State. Call the hotline number at 888/367-4382 to find the one nearest you.

Internal Revenue Service

800/829-3676 • www.irs.gov

Request an application form, SS-4, to obtain your federal tax identification number, which is required for all businesses that have employees. The following forms are needed: Circular E Employers Tax Guide, W-2, W-4, 941 Quarterly Federal Tax Return, and 8109 Tax Deposit Coupons. You are required to withhold federal taxes, social security taxes, Medicare taxes and federal unemployment taxes from each paycheck and send the funds to the IRS by the 15th of each month. If you are self-employed, you must make Quarterly Estimated Tax deposits based on your salary. Consult with your accountant on the proper way to fulfill this requirement.

Employee Eligibility Verification

www.uscis.gov

Contact the U.S. Bureau of Citizenship and Immigration Services (800/375-5283) and request Form I-9. You are prohibited from hiring illegal aliens. You must verify that any new employee is a citizen, or national of the U.S., alien lawfully admitted for permanent residence, or an alien authorized by the Immigration Service to work in the U.S. Form I-9 will indicate what proof of eligibility is required.

Americans with Disabilities Act

This is a federal law that regulates how you treat patients and employees that have disabilities. There are guidelines on how you must design your office in order to make it handicapped accessible. Contact the American Dental Association (800/621-8099) and they will send you the information that you need in order to comply with these requirements.

Drug Enforcement Administration

(Federal #: 800/882-9539)

Drug Enforcement Administration License

Call the Drug Enforcement Administration to request an application to obtain a license to prescribe drugs. You need to request the Physician's Manual that explains the rules and regulations because it is very important to know what the Drug Enforcement Administration requires of you when you prescribe drugs. www.dea.gov

Illinois Controlled Substance License

You cannot prescribe controlled substances in Illinois unless you have in your possession an Illinois Controlled Substance License. You make application for this permit when you apply for licensure or when you renew your Illinois dental license.

Illinois State Dental Society

ISDS
Education • Legislation • Communication

1010 South Second Street

Springfield, IL 62704

800/475-4737 • www.isds.org

ADA

211 East Chicago Avenue

Chicago, IL 60611

800/621-8099 • www.ada.org



Checklist for Starting a Practice

Public Health

X-ray Registration

Illinois Emergency Management System Safety
800/782-7860 • www.illinois.gov/iema/pages/default.aspx
Every x-ray machine in your office must be registered, and there is a fee per machine required annually. The Department will bill the operator for the registration fee as soon as practical after January 1. When you have an x-ray machine installed, you must notify the Department before the installation is placed in operation on a form prescribed by the Department. Written safety procedures are required to be given to all new employees, which should be read, signed and placed in their file. A copy of these procedures should also be posted in your office. State law requires lap aprons for patient protection while you are taking radiographs.

Medical Waste Disposal

Environmental Protection Agency
217/524-3289 • www.epa.illinois.gov/index
In general, the law requires that you dispose of your medical waste through a permitted waste hauler. You can either transport it yourself to a waste facility, or disinfecting the waste in your office, at which time it is no longer considered medical waste.

Amalgam Separators

<https://www.epa.gov/eg/dental-effluent-guidelines#compliance>
In December 2016, the EPA issued a final rule requiring most dental offices nationwide to install amalgam separators; compliance for most dentists will be July 14, 2020. The date for compliance with this rule for existing offices will be at the end of 2019. Newly purchased or built offices must comply within 90 days of taking ownership.

Hazardous waste

Environmental Protection Agency
217/782-2700
Hazardous waste includes X-ray Fixers, Developers, Dental Films, Lead Foils, Cleaners for X-ray Developer Systems and Digital Imaging Waste. These items contain Mercury and Silver and must be properly disposed of.

Sewer discharge

Bureau of Water Permits Section – 217/782-0610
Contact your local sanitary district or sewer board.

- Illinois Dental License (Division of Professional Regulation – 800/560-6420)
- City Occupation or Privilege License
- County Occupation License
- Proper Zoning
- Building Permit
- X-ray Machine Registration
- IRS Tax ID Number (800/829-3676)
- Illinois Employment Security Division
- Illinois Infection Control Regulations
- Medical Waste Disposal Regulations
- OSHA Regulations
- Americans with Disabilities Act (ADA – 800/621-8099)
- Dental Equipment
- Dental Supply House
- Dental Laboratory
- Patient Records System
- Bookkeeping System
- Professional Stationery
- Utilities
- Telephone Number
- Website
- Yellow Pages Listing (check for deadline to get listed)
- Checking Account
- Banker (to develop a relationship with a loan officer)
- Accountant
- Attorney (to review all contracts and agreements before you sign)
- HIPAA Compliance Manuals
- Professional Liability Insurance
 - (TDIC Insurance Solutions – 800/733-0633)
 - Malpractice
 - General liability
 - Contents
- Renew your membership with ISDS!