Welcome, everyone, to the Illinois State Dental Society New Dentist Resource Guide. In its second printing, the Guide contains even more valuable resources and information for new dentists, their teams, and those looking to engage or support them! Formed in 2013, the ISDS New Dentist Network continues to grow and develop. New Dentist Network Leaders continue to share fun stories of social and CE events for new dentists throughout the state. On June 10, 2016, the ISDS New Dentist Committee will host our 4th Annual meeting called The “E-vent…Entice, Envision, Engage.”

At the “E-vent,” new dentists can network with each other and other dental professionals as well as interact with many of the companies and groups featured in the New Dentist Resource Guide. New Dentist Network Leaders are chosen to attend by their respective components from all over the state. Once together, these leaders can share experiences and make plans that ultimately benefit patients, dentists, and dental product companies in not only their area but the state of Illinois overall! Continuing Education is also incorporated into the meeting and the New Dentist Committee strives to provide great content for new dentists. All new dentists and their teams are invited to attend, and we’d love to have you!

Also featured in this printing is the Roadmap to a Successful Dental Practice, a checklist for dentists starting their career as a practice owner, associate, or employee. We’ve included information on ADA guides, ISDS benefits and services, and everything from registering an X-ray unit to taxes to employees.

Social media also continues to help us stay connected and build this network. “Like” us on our New Dentist Facebook page—where you can post to share news or photos of what’s going on in your area. Stay in touch! We are here to support the New Dentists. I’m proud of what new dentists have accomplished in Illinois, and look forward to what the future holds for this growing network. Thank you for the honor of serving as your New Dentist committee chair!

Dear New Dentists,

In the early years of our professional practices, it is sometimes difficult to know where to turn for good advice and trustworthy resources. The Illinois State Dental Society wants to be a place to get answers to your questions and resources for professional growth. It is our hope that the New Dentist Resource Guide will serve you in that way.

The Leadership of the Illinois State Dental Society knows that the future of our organization depends upon the New Dentists, who will be assuming leadership roles now and in the future. You all will soon have additional leadership opportunities in our organization, and it will be your responsibility and privilege to guide the direction of our profession in years to come. I am confident that there is a bright future for Dentistry.

The Leadership of the Illinois State Dental Society would like you to know that we are always available and willing to hear your concerns and ideas, and willing to partner with you in helping New Dentists succeed.
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# New Dentist Network

A New Dentist Network Leader has been assigned to each component and branch within Illinois. If you should have any questions regarding new dentist activities or possible mentoring, please contact your component or branch’s New Dentist Network Leader listed below or Kathy Ridley, ISDS Director of Meetings and Membership, at kridley@isds.org.

<table>
<thead>
<tr>
<th>Component</th>
<th>Network Leader</th>
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Refinancing Dental School Student Loans: Right for You?

Student loan debt has exploded over the past decade, climbing to more than $1.2 trillion and becoming the largest consumer liability after mortgages. According to ASDA, the average dental school graduate accumulates more than $241,000 in student loan debt. Having that much debt can cause a lot of stress and make it tough to achieve goals such as buying a practice, being able to afford a home, or saving for the future.

So it's little wonder that dentists these days are looking for ways to quickly and efficiently dispose of student loans. Refinancing is one of those ways. When you refinance high interest rate debt at a lower interest rate, you can save money on total interest and either lower your monthly payments or be done with your loans sooner. For example, at SoFi (a leading marketplace lender and the largest provider of student loan refinancing), the average dentist borrower saves just over $39K.

Sounds like a no-brainer, right? For some borrowers, it is. But it’s not for everyone, so it’s important to understand up front when it makes sense to refinance your dental school loans — and when it makes sense to hold off or pursue other strategies.

Here are 3 signs you may be a good candidate for student loan refinancing:

1. Your student loans have high interest rates.

Federal loan interest rates for borrowers in graduate or professional degree programs (like dental school) are much higher than the rates for undergrads — and it’s pretty common for dental borrowers to have to dip into even higher interest rate private loans as well. Also, if you took out federal unsubsidized or PLUS loans between 2006 and 2012, you got an unusually high interest rate versus other loan rates out there. (see chart)

With prevailing interest rates still at very low levels, it’s possible to get a much lower rate through refinancing.

2. Your financial situation has improved since you took out the loans.

Most dentists have to spend a few years after dental school paying their dues before the higher income starts to kick in. If you take great care of your credit during that time, you could set yourself up for refinancing success, because a higher credit score and income level are key to helping you qualify for a lower interest rate.

And if you expect to stay on an upward financial trajectory, you might even consider refinancing with a variable rate student loan. Variable rate loans typically offer lower interest rates than fixed rate loans (for example, SoFi’s variable rate loan offers rates as low as 1.90% APR with AutoPay). However, the rate is tied to prevailing interest rates, which are very low today but should go up over time. The upshot is that these loans are usually best suited for qualified borrowers who intend to pay off their loans at a relatively fast pace.

3. You don’t benefit from federal loan protections.

Refinancing high interest rate private loans can be a pretty easy decision to make, but when it comes to refinancing federal loans, there are some considerations to be aware of.

Some federal student loans offer certain benefits and protections for borrowers, which do not transfer to private lenders through the refinance process. These benefits include potential loan forgiveness (for things like becoming a teacher or working in the public sector), deferment and forbearance (although some private lenders do offer the latter), and income-driven and graduated repayment plans. If you expect to qualify for or use any of these things, it’s usually a safer bet to leave federal loans where they are.

If refinancing sounds like it might be right for you, the next step is to do a little research — check out several private loan providers to compare interest rates and other features.

SoFi, for example, offers competitive rates as well as career and job search mentoring, entrepreneurship support and other member benefits, which means you may gain more than cost savings when you refinance your student loans.

ABOUT

SoFi is a leader in marketplace lending, with over $4.5 Billion in loans issued to date. We help early stage professionals accelerate their success with student loan refinancing, mortgages, mortgage refinancing, and personal loans. Our nontraditional underwriting approach takes into account merit and employment history among other factors, so we offer products that can’t be found elsewhere.

1 Average savings calculation is based on all SoFi Doctoral DO borrowers who refinanced between 2/1/15 and 6/16/15. Prior to refinancing, borrowers taking 5 and 10-year terms had an average balance of $167,955 and lifetime payment of $243,128 at a rate of 7%, and borrowers taking 15- and 20-year terms had an average balance of $211,143 and lifetime payment of $311,395 at a rate of 6.89%. After refinancing, 5- and 10-year borrowers have an average lifetime payment of $201,750, and 15- and 20-year borrowers have an average lifetime payment of $309,250, based on a weighted average of new rates received across both types (fixed and variable) and respective loan terms with AutoPay. Savings calculation assumes no change in interest rates, on-time payments, and no prepayment of loans. Borrowers refinancing loans into longer terms typically forfeit savings for lower monthly payments.

2 The APR on variable rate loans may increase after origination if the LIBOR index increases. SoFi’s variable rates range from 1.90% to 5.20% (APR with AutoPay). To qualify for the lowest rate you must have excellent credit and meet other conditions.
ISDS Announces Student Loan Refinancing Partnership with SoFi

SoFi saves dentist borrowers $39,924* on average over the lifetime of their loans.

As dentists continue to struggle with increasing student debt, the ISDS has focused on providing first class solutions and benefits to its members. Through this partnership with SoFi, ISDS members will be eligible for preferred pricing in the form of a 0.125% rate discount by applying through sofi.com/ISDS.

On average, dentist borrowers who have refinanced with SoFi have saved $39,924. Private and Federal student loans can be refinanced through this partnership and there are no prepayment restrictions, no fees, no catch.

The application process is simple and begins with a pre-approval to determine the rates and terms available to you. This should take less than five minutes and can be completed on any mobile device or computer. Qualifying applicants will see the rates and terms available to them so that they can decide how they would like to proceed. Once you select your repayment term you simply upload the necessary documents and SoFi does the rest.

QUESTIONS?
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You do not have to own a professional athletic team to have your own “dream team.” The hiring process is an opportunity to strengthen your office team. To find the right employee for your office, start by assembling a list of duties and skills required of the open position. Debbie Castagna, co-founder of Insight Solution, a practice management consulting firm, supports this idea. “Getting a clear picture of the traits necessary is vital when beginning the interview process. The more focused you are in getting the right person for the job, the easier it will be to find that person,” said Castagna.

Use caution when developing the duties and skills list. Many employers require benchmarks such as a “minimum of five years of experience.” This may discourage a newly licensed candidate from applying. What if that candidate graduated at the top of his/her class with recommendations from three instructors? Also, consider the personality that fits best with the office dynamics. Are you looking for a “people person” who is willing to learn your techniques? Or, would you prefer someone who shows up and immediately carries out the job duties with minimum supervision? Focusing on the specific duties and skills required along with preferred personality traits enables you to quickly identify desirable candidates.

With a clear idea of the ideal candidate, you are ready to start advertising the available position. Placing an ad in your local newspaper is effective and usually inexpensive. However, avenues exist that do not cost any money. Discuss the position with your staff and colleagues. Your local dental society or association may have a job board or Web site where you can post your open position.

Once you have gathered applications, Castagna recommends first contacting the applicants for a telephone interview to assist in identifying and scheduling only qualified applicants for in-person interviews. Ask each applicant the same questions. This gives consistency and will allow you to quickly assess and identify top candidates. Plus, it gives you background information on the applicant. Asking the same questions protects you from any allegations of discrimination in the interview process.

Make it your goal to hire only the best. Our next article will address in-person interviews.

Creating Your Dream Team: In-person Interviews

Once you have narrowed your pool of candidates, begin scheduling in-person interviews. You can hold all interviews on one day or spread them out over time. Regardless, they should not be longer than 30 to 45 minutes each. This is sufficient time to decide whether you would like to bring the candidate back for a skills assessment interview. Try to accomplish three objectives at the first interview:

1. Discuss the experience that qualifies the candidate for the job.
2. Evaluate what the candidate’s chemistry would be with the existing office staff.
3. Ask open-ended questions, and be prepared to listen to the answers. Often interviewers get trapped into saying too much and telling the candidate what they want to hear. For example, “I’m looking for someone who is comfortable handling billing questions and collections. Can you do this?” All the candidate has to say is, “Yes.” You have learned nothing about the person. A better question is “Making collection calls can be awkward. Can you give me an example of how you handled a difficult collection situation?” This question is open-ended and allows the candidate to elaborate.

For the sake of consistency and to avoid the appearance of discrimination during the hiring process, develop one set of interview questions and ask each candidate the same questions. Do this and you have a solid basis on which to form opinions and judgements about each person. Suggested questions for initiative, attitude and management/organizational skills include:
Initiative
1. What career accomplishments are you most proud of?
2. How do you feel about being supervised?
3. What did you dislike about your last job and what did you do to change it?

Motivation
1. What are your goals for the next two years? The next five years?
2. What have you done to continue your education related to your career?
3. What is your view of reasonable salary growth?

Attitude
1. What job values are important to you?
2. Describe the best and worst boss you ever had.
3. How do you feel about doing routine work?
4. What types of people do you work best with?

Management/Organizational Skills
1. What is your management style?
2. Describe a time when you had to deal with a marginal employee.
3. How do you feel about hiring and firing employees?

You may use the above questions or rewrite them to apply to your office environment. Do not ask questions with reference to race, age, marital status, sexual orientation or future family plans. If you are unclear about any of the candidate’s responses, ask for clarification. Do not make assumptions. This is also a good time to listen to any “red flag warnings” you receive from candidate’s answers. Thank the candidate for his/her time, and do not invite him/her back.

If the applicant is not right for the position let him/her know at the end of the interview. On the other hand, if you’re excited about a candidate, chances are so are other dentists with whom he/she may interviewing. Our next article will address inviting the candidates back skills assessment interviews.

Assessing Candidates’ Skills

Before hiring an individual into a technical position, you will want to assess his/her abilities. To avoid implying employment, call this phase of the interview process a “skills assessment” and not a “working interview.” The assessment should take between two and four hours. Schedule it on a day when you can observe the candidate’s interaction with patients and office staff. Before scheduling this interview, be sure to check that the applicant has a current license.

If you are interviewing for an RDH position, observe skills including four-handed dentistry, radiographs, chart documentation and sterilization. For a hygienist, areas to assess include clinical technique, evaluations on probing and recommendations for periodontal care. Testing possibilities for an appointment administrator include telephone etiquette, comprehension of specific scheduling guidelines (pre-blocking and over lapping) and reactivating past due patients. If you are looking for a financial coordinator, observe the candidate’s negotiation of payment arrangements, verbal skills during collection calls and a clear understanding of working with dental benefits.

Having a prospective employee do a skills assessment may create a temporary employment arrangement, therefore you may be expected to pay the candidate at least minimum wage for the hours worked during the assessment. Be sure to make clear to the candidate that the skills assessment is not a guarantee of future employment. Prior to conducting the skills assessment, consult with an employment attorney to ensure you are complying with the laws in your state.

Understand there is potential workers’ compensation liability if the candidate suffers an injury during the skills assessment. If you have any questions, please check with your workers’ compensation carrier. When interviewing a dentist, we recommend verifying the candidate has active professional liability coverage with limits equal to or greater than your own.

Once you have identified your top candidates, proceed with reference checks. This applies to every candidate you are considering—even if he/she is a personal friend of your office manager or a friend of a colleague. Checking an applicant’s references is an important risk management practice. You may find previous employers reluctant to give information on former employees for fear of being sued for defamation of character. Today, however, many employers will release certain information if the former employee has signed an authorization to release information. Without an authorization, chances of receiving accurate information are limited, and you will probably not receive comments on job performance. Be aware of lapses in dates of employment. Questioning the applicant about his/her whereabouts and activities during periods of unemployment may offer more information than the references cited.

Once the references check out, you are in a position to make an official job offer. Regardless of who gets the offer, follow up with all applicants in a professional and respectful manner thanking them for their interest and wishing them well. This can be done over the phone or in a clear, concise letter.
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Save the Date!
The Event
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Choices: Dental Practice and Life Strategies for New Dentists

Friday, June 10, 2016
Wyndham City Centre (formerly Hilton)
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ISDS Room Block (June 9 & 10)
$124/night

Stay tuned for more details.

Enlightening Exchanges with Experts:
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ISDS Committee on the New Dentist

The committee consists of nine (9) members who have been out of dental school for no more than ten (10) years, and three (3) dental students (nonvoting members), one (1) representing each Illinois dental school. The duties of the committee are as follows:

- To advise the Board of Trustees about the needs and concerns of the new dentist.
- To advise ISDS on issues and programs of recruitment and retention of new dentist members.
- To advise the Board of Trustees on the continuing education needs of the new dentist.
- To foster peer group interaction for new dentists in order to encourage continued involvement in organized dentistry and participation by new dentists on ISDS committees.

Mission Statement

The mission of the Illinois State Dental Society New Dentist Committee (NDC) is to serve as a mentor and professional resource for new dentists who have been out of dental school for 10 years or less, primarily through networking, seminars, and special events, in order to help the transition into the dental profession and encourage involvement in organized dentistry.

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The Abrix Group, L.P., has been a leader in healthcare business management, tax, and accounting for more than five decades and can offer our clients what few others can: a complete end-to-end business solution. Due to our longstanding experience in the dental and medical industries, we possess an advanced understanding of this broad, yet highly unique and specialized arena.

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New Dentist Resources
on ADA® Center for Professional Success™

Please note: this is just a sampling of the most popular resources. We realize each dentist is an individual, and may have very different needs and wants. Always visit Success.ADA.org for more information, or if a specific resource cannot be found, contact us by email at centerforprofessionalsuccess@ada.org.

Employment Agreements: The Devil’s in the Details
http://Success.ADA.org/employment-agreements
Explains many of the terms and provisions common to dental employment agreements. The material is presented in a manner to help you consider and review a contract of employment. It’s not a substitute for a lawyer, but can help you know what questions to ask and discussions to have with your legal advisor.

Curriculum Vitae or Resume: What’s the Difference?
While many people use resume and curriculum vitae (CV) interchangeably, their formats are quite different and they are not intended for the same audience. Determining what type of employer will be reviewing your application will determine whether you submit a resume or a CV.

Federal and State Loan Repayment Options
The Dental Student Loan Repayment Programs & Resources document has been compiled uniquely for dental students and recent dental school graduates. It’s a perfect starting point for investigating loan repayment options.

Student Debt Resources
The ADA is working with lawmakers, education leaders, dental students, and others to help mitigate the alarming levels of educational debt that new dentists face after graduating dental school. Find information on current ADA Policies, how to take action and get involved, letters and testimony reflecting the Association's positions, and additional resources.

Thinking About Loan Consolidation
Creating a single monthly payment can make managing the debt simpler, but there are some things you should consider before consolidating.

Compensation as an Employee or Associate Dentist
New dentists often enter the profession as employees or associates. The method to determine compensation for these positions varies from office to office. Here are a few common threads to help you think through what might be an attractive compensation agreement.

Associateships: What, How and Who?
A common form of dental employment is an associateship, where a dentist works as an employee of another dentist, or a group practice. An associateship is commonly structured around the transition of a practice but it would be a mistake for either party to assume that transition is a given. Make sure when you’re looking for a position that you pay attention to what the owner dentist’s long term goals are too; they should agree with your job search priorities.
The Associateship Interview: Come Prepared With Smart Questions

New dentists have many professional options after graduating from dental school. One of these options is joining an existing office as an associate dentist. Although it may seem like an ideal route for you, it may face some challenges if the future associate and the practice owner do not discuss — and put in writing — important hiring agreements such as compensation, benefits, laboratory expenses, supplies and future purchase terms. During the interview process, both the owner and the potential associate should be prepared with a list of specific questions to discuss in a variety of areas.

Am I an Employee or an Independent Contractor?

Knowing your status as either an employee or an independent contractor is vital. It impacts tax liability for you and the owner dentist, as well as other liability issues.

Group Practice Forum Videos at ADA 2014

Dentists increasingly practice in groups, yet the types of groups in which they practice are so varied that they can hardly be all lumped together under one “group practice” label. Dentists representing different practice group models convened at the 2014 ADA Annual Meeting to speak about their organizations’ structure, management, patient care, and more. What follows is a series of videos of the six individual presentations, each presenting a peek into a different model.

"Words That Work"

While we often set ourselves up for patient responses that detour us from our desired outcomes, the good news is that there is a straightforward way to ask questions that help patients want to do what you want them to do.

How to Network with Colleagues and Patients to Increase Profits

Is your dental practice well known in your community? Do you participate in local activities or volunteer in any capacity, such as manning a table at a nearby health fair or talking to students at the elementary school about dental care? The more people who know you, the better chance you have gaining new patients and developing professional contacts that will funnel new business your way.

Calculators
https://success.ada.org/en/calculators/

- **Loan Term Calculator:** Want to pay down your debt more quickly? See how much faster you'll pay off an existing loan by adding a fixed amount to your monthly payment.

- **Loan Payment Calculator:** Whether you are looking to start a new practice, expand an existing one, purchase new equipment or upgrade technology, use this calculator to estimate your loan payments.

- **Debt Load Calculator:** Are you ready to move forward with your practice plans? Calculate your total personal and business debt to help you determine how much you can responsibly afford to borrow.

- **Overhead Calculator:** Having adequate cash flow is essential to meet your current obligations such as payroll, accounts payable, and loan payments. Use this calculator to help you determine the cash flow generated by your practice.

- **Return On Investment (ROI) Calculator:** Thinking of investing in a new operatory or CAD/CAM? Use this calculator to see how long it will take to break even and how much the return on your investment could be.
Production Booster Pack

Practice Management Forms & Techniques to Increase Your Gross Productions Up to $50K - $200K per year
No Guarantees. Results vary based on client.

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CornerStone DENTAL CONSULTING GROUP

217.617.5541 CornerstoneDCG@gmail.com
Where can you find your ADA benefits?

Here.
Member insurance plans.

Here.
Practice management information.

And here.
Latest health policy reports and surveys.

ADA’s exclusive resources are always at your fingertips.

Your ADA – local, state and national – is united in our mission to provide you with a broad array of tools to help build your professional success, from the ADA Center for Professional Success and the ADA Health Policy Institute to staff support and continuing education. Take advantage of the hundreds of benefits that your ADA membership provides.

Visit the ADA Center for Professional Success at Success.ADA.org today!
Save the Date!

ISDS Capital Conference
April 6, 2016 • Springfield

152nd ISDS Annual Session
September 8-10, 2016 • Normal

All events during Capital Conference are completely free to members!

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This Roadmap is a listing of 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 on the right road.

Prepared for new dentists by the Illinois State Dental Society

Membership

Obtain an application for membership by calling the Illinois State Dental Society at 800/475-4737 or by visiting our website at www.isds.org. Membership includes the American Dental Association (ADA), Illinois State Dental Society (ISDS) and your local dental society.

Illinois State Dental Society Benefits and Services

For more information or a description of benefits and services, contact ISDS staff.

1. Access to Care
   - Dental Lifeline Network
   - Mission of Mercy
2. Dental Education Seminars
   - Dental Auxiliary Expanded Functions Training
3. Dental Benefits Programs
   - Managed Care Contract Analysis Service
   - Medicaid
4. Film Library
5. Communications
   - Illinois Dental News
   - Flossie, ISDS mascot
   - Webinars
   - National Children’s Dental Health Month Coloring Contest
   - Got Rot Soft Drink Campaign
6. Government Relations
   - DENT-IL-PAC/Governor’s Club/President’s Club
   - Legislative contact dentist system
7. Website at www.isds.org
8. Member Benefits
   - Dental Record Keeping System (The Dental Record)
   - Discount Office Products (Staples)
   - Credit Card Program (US Bank)
   - Practice Financing (Bank of America Practice Financing)
9. Member Insurance
   - TDIC Insurance Solutions (800/733-0633)
   - Professional liability, general liability, office contents, Workers’ Compensation, Homeowners, Auto and Umbrella
10. Mediation and Clinical Peer Review, ISDS’ confidential and voluntary mechanism for reviewing patient complaints
11. Relief and Disaster Funds

ADA Benefits and Services

www.ada.org • (800/621-8099)
For more information, contact ADA staff.

1. OSHA regulations and infection control
2. Practice management booklets and other resources
3. Survey of dental practice provides information on all aspects for the business of dentistry
4. Demographic reports
5. Library services
6. Financial management, marketing, and practice management seminars
7. Department of salable materials (800/947-4767). A great variety of books, patient education brochures, videos, manuals and workbooks are available
8. HIPAA
Illinois State Board of Dentistry

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 beginning in 2006. 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. You can access these on the ISDS website.

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.state.il.us 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 after the September 30, 2006 renewal.

Dental Assistants
For the requirements of dental assistants, including the expanded functions they can perform with additional training, visit: www.isds.org/lawslegislation/ildentalpracticeact/prohibited-procedures.asp

Anesthesia and Analgesia
A permit from the Department of Financial and Professional Regulation is required if you plan to perform general anesthesia or conscious sedation 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.

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.

Public Health

X-ray Registration 800/782-7860
Contact the Illinois Emergency Management System Safety to request an application to register your x-ray machines. 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.

www.illinois.gov/iema/pages/default.aspx

Medical Waste Disposal
Contact the Environmental Protection Agency Land Pollution Control section at 217/782-6761 (www.epa.illinois.gov/index) and request the rules and regulations on proper disposal of medical waste. 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.

Office of Pollution Prevention – 217/524-9642
Amalgam separators
Best management practices

Hazardous waste – Bureau of Land Permits Section
217/524-3300
Amalgam separator filters
Lead, including lead foils and used x-ray film
Mercury and mercury containing items
Silver containing wastes – used photo fixer and bleach-fixer solutions
Sterilants – some may be a hazardous waste when disposed
Universal Waste requirements

Medical waste – 217/524-3289
Potentially infectious medical wastes - Extracted teeth are not potentially infectious medical wastes in Illinois.

Sewer discharge
Local sanitary district or sewer board
Bureau of Water Permits Section – 217/782-0610
Infection Control Requirements
The Illinois State Board of Dentistry has adopted the Centers for Disease Control guidelines as appropriate infection control for dentists. This requires that dentists practice universal precautions at all times when there is a risk of infection.
www.cdc.gov/hai/

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 voice mail 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 bases 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.

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.
Infection Control

**OSHA 312/353-2220 • 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 need a copy of the Bloodborne Pathogens Regulation, which can be obtained from the ADA or OSHA. You must have an annual training program concerning infection control for your employees. You must supply the Hepatitis Vaccine to your employees at no charge. Poster number 3165 (Job Safety and Health Protection) is required to be displayed in your office and can be obtained from OSHA by calling 312/353-2220. These are just a few requirements you must fulfill. The American Dental Association can be very helpful in supplying the information to help you meet these requirements. Some of this information is free to members, but the training manuals and tapes must be purchased.

**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.

**Other Sources**

A good source of general business information is available in bookstores — *Starting and Operating a Business in Illinois* by Michael Jenkins (Oasis Press)

The Illinois State Dental Society and the American Dental Association are excellent resources for the specific needs of dentists. Please utilize the services and benefits that are available to you.

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**Checklist FOR STARTING A PRACTICE**

- 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
- 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
- Join local dental society, Illinois State Dental Society and American Dental Association
**Illinois State Dental Society Quick Directory**

FOR MORE INFORMATION, CALL 800/475-4737 OR VISIT WWW.ISDS.ORG

**Administration**
Board of Trustees, House of Delegates, Eighth District ADA Delegation, Standing Committees, Component Officers, Dental Leaders Conference, Distinguished Member, Financial Reporting

**Communications**
*ISDS.org*, facebook, Twitter, *Illinois Dental News*, advertising, broadcast e-mails, news releases, Webinars, Spokesperson Training, Children’s Dental Health Month, Give Kids A Smile, film library, Flossie, P.A.N.D.A. training, Got Rot, graphic design services

**Meetings**
CE courses, auxiliary training, component CE course planning, ISDS Annual Session, Capital Conference, Midwinter Meeting, ADA Annual Session, districtwide meetings

**Membership**
Recruitment and Retention, component services, dues statements, installment program, member records, mailing lists, New Dentist programs, dental student programs, Sullivan Membership Awards, Membership Concierge Program

**Government Relations**
Legislation, DENT-IL-PAC (President’s Club, Governor’s Club), Illinois Dental Practice Act, political fundraisers, lobbying

**Professional Services**
Mission of Mercy, access to care, credit cards & processing, dental benefits programs, insurance programs, office products, practice financing, financial planning, peer review

**ISDS Foundation**
Community Grants, golf outing, Greek Leadership Award, scholarships, Dentists Support Program, Relief Fund, A Case Today for Dental Education, Benefactor, Planned Giving

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2016 Important Dates

**ISDS Capital Conference**
Springfield, 4/6

**ISDS Annual Session**
Bloomington-Normal, 9/8-10

**Illinois Mission of Mercy**
Collinsville, IL 7/14-16

**ADA New Dentist Conference**
Denver, CO 10/20-25
The Illinois State Dental Society (ISDS), a state chapter of the American Dental Association, formed in Chicago in 1865. Today, ISDS enjoys a strong membership base of approximately 8,000 dentists, dental hygienists, dental lab technicians and dental students. The Society comprises eight trustee districts and 23 local component dental societies.

Mission Statement

The mission of the Illinois State Dental Society is to represent the members of the Society and public we serve through communication, education and legislation.

For more information about the Illinois State Dental Society or new dentist sponsorship, please contact Kathy Ridley, Director of Meetings and Membership at 800.475.4737 or by e-mail at kridley@isds.org.