

NEW DENTIST

Guide to Starting a Successful Practice in Mississippi

This resource is designed by the Mississippi Dental Association Committee on Membership and Member Services to assist practitioners who have recently graduated from dental school or who are new to our state.

For more information you may contact the office of the:

MISSISSIPPI DENTAL ASSOCIATION

439B Katherine Drive

Flowood, MS 39232

www.ms dental.org Email: office@ms dental.org

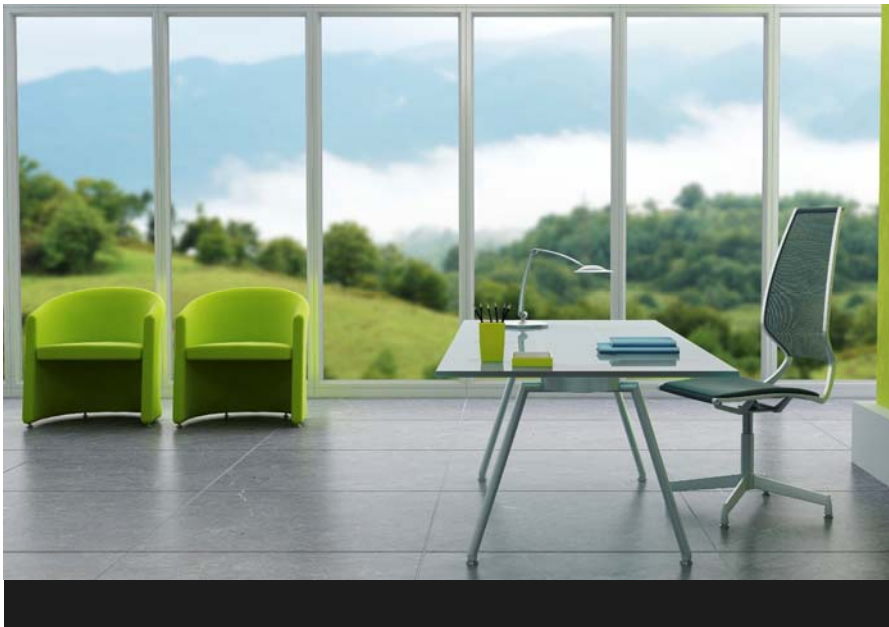
Phone: (601) 664-9691 Fax (601) 664-9796

ORGANIZED DENTISTRY
Organized dentistry is founded on a tripartite membership structure. In Mississippi, this tripartite system consists of the American Dental Association, the Mississippi Dental Association and our six district (component) dental societies. Organized dentistry at all levels encourages and perpetuates improved oral health for the public. It also promotes the art and science of dentistry.



In This Issue

- 2 Invitation from the Committee on Membership "Power of 3"
- 3 Member Application
- 4 American Dental Association
- 5 Mississippi Dental Association
- 6 District Dental Societies
- 7 Incentives / Member Values
- 8 Allied Dental Organizations / Your Staff
- 9 Regulatory Agencies 9
- 10 Your Office Operations 10
- 11 Checklist for a Successful Practice



Power of 3

Dear Colleague,

The Mississippi Dental Association is the voice of dentistry in the state of Mississippi. It officially represents almost 75% of Mississippi licensed dentists. If not for the MDA and organized dentistry, our profession would be markedly different today. The word “profession” denotes a calling that is bound by different rules than the average vocation. Our profession practices by the highest standards, sets policies that place the public first, is self-regulating and adheres to a high ethical code. Your membership in the MDA signifies to the public your commitment to excellence. It demonstrates your resolve in keeping up with current scientific advances. And, it provides you with a forum of communication with colleagues throughout Mississippi and the nation. The benefits of membership, without a doubt, pay for the costs of membership dues many times over. But this is only a small part of the true meaning of joining the Mississippi Dental Association.

We want YOU to be part of the Mississippi Dental Association.

Why? Because your membership, participation and support in the MDA is important to your profession, to dentistry in Mississippi and ultimately to you. There is strength in numbers and together, we are **STRONGER!**

The American Dental Association, the Mississippi Dental Association and our local Dental Districts create a strong professional network that can in turn effectively serve you.

We want you to be a part of an organization that works solely for YOU! Here are **3** great reasons to join the ADA, MDA and your Dental District:

We've got your back

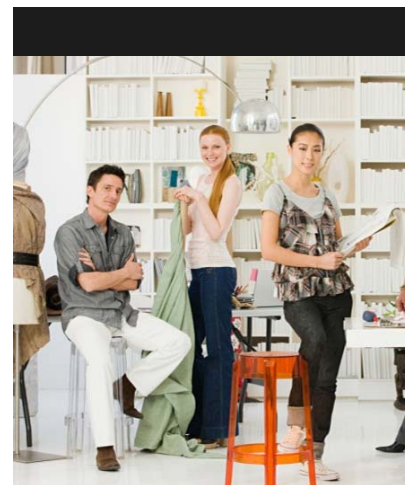
- ADVOCACY

We promote optimal oral health care and the value of dentistry

- INTEGRITY

We provide services, products and care standards to help you as a dentist

- SUCCESS



Tripartite Membership Application

For membership in the American Dental Association and your state and local dental societies

Degree:
____DMD ____DDS

Please complete all sections of this application. (Print or type information.)

____/____/____
Birth Month/Day/Year

Name _____
Last First Middle

Sex: ____M ____F

Office Address

Street _____

City _____

State/Zip _____

Phone(____) _____ Fax(____) _____

E-mail _____

Home Address

Street _____

City _____

State/Zip _____

Phone(____) _____

Spouse Name _____

Is spouse a dentist? ____Yes ____No

Please indicate if you prefer to have mail sent to: ____Office ____Home

Dental School _____ Graduation Date _____

Advanced Education Program _____

Completion Date _____ Certificate/Degree _____

Program Area(s): ____Endodontics ____Pediatric ____Periodontics
____Public Health ____Prosthodontics ____Orthodontics
____General Practice ____Other

Please indicate if licensed: Presently _____ License Pending
License number

I hereby apply for tripartite membership in the American Dental Association and resolve to abide by the *Bylaws and the Principles of Ethics and Code of Professional Conduct* if accepted into membership.

Signed _____ Date _____

AMERICAN DENTAL ASSOCIATION

The ADA has several products and services for new dentists. With the ADA's toll-free number, new dentists have access to financial services, publications and seminars, insurance services and legal information.

American Dental Association (ADA)

211 E. Chicago Ave.
Chicago, IL 60611-2678
(800) 621-8099 or (312) 440-2500
Web site: www.ada.org

GETTING STARTED

Through the ADA, the Committee on the New Dentist provides a variety of resources.

- ◆ Dental-marketing resource kit
- ◆ Directory of placement services in the United States
- ◆ Antitrust booklet

PRACTICE-MANAGEMENT PUBLICATIONS

These publications and seminars help strengthen time-management and financial skills, allowing dentists to protect their patient base while attracting new patients.

FINANCIAL SERVICES

- ◆ Financial planning
- ◆ Accepting charge payments from patients
- ◆ Retirement

INSURANCE

New dentists may participate in a range of plans available only to ADA members.

LEGAL INFORMATION

- ◆ OSHA regulations
- ◆ Federal-law issues (antitrust, insurance-contract appraisal)
- ◆ AIDS-related issues
- ◆ Contract Analysis

NEW DENTIST NOW BLOG

New Dentist Now blog features resources for new dentists and dental students as well as news and insight on the dental profession and beyond.

ADVOCACY

Organized dentistry is represented on a national political level through the ADA's office in Washington, D.C. As your "voice" in Congress, the ADA focuses on these issues and many others:

- ◆ OSHA
- ◆ Drug Enforcement Administration
- ◆ Health-system reform
- ◆ National Practitioner Data
- ◆ Bank regulations

CONTINUING EDUCATION

The ADA provides information about the types of courses you need to meet Mississippi re-licensure requirements.

ADA ONLINE – WWW.ADA.ORG

The ADA's Web site contains valuable content exclusively for members, including a section specifically for you at the Center for Professional Success. Areas are also dedicated to new practitioners, on-line CE, and webinars.

PUBLICATIONS

ADA publications offer the latest scientific developments, information about clinical procedures and news about important dental-community events.

- ◆ *Journal of the American Dental Association*
- ◆ *ADA News*
- ◆ *ADA New Dentist News* (for new practitioners)

ADA LIBRARY

Members enjoy full library privileges, including mail order and photocopy services, at the most complete facility of its kind.

MISSISSIPPI DENTAL ASSOCIATION

The MDA is part of an interactive network of professionals that allows dentists to come together, pool their resources, receive membership benefits and accomplish goals they cannot realize separately.

Mississippi Dental Association (MDA)

439B Katherine Drive

Flowood, MS 39232

(601) 664-9691

Web site: www.msdenal.org

E-mail: office@msdenal.org

COMMUNICATIONS

Membership Directory and Resource Guide -

This is an invaluable resource guide to all licensed dentists in the state that includes:

- ◆ Members' addresses, telephone numbers, fax numbers and e-mail addresses
- ◆ MDA Leadership
- ◆ Other Dental Organizations
- ◆ Mississippi Legislators

MDA Insider - This publication keeps you abreast of events affecting dentistry on local and national levels.

MDA E-Pulse - Our electronic newsletter is sent out monthly to all members who have valid emails on file with the MDA.

MDA Website, www.msdenal.org - The MDA Website is a valuable resource for members which includes members only section, latest news, continuing education, endorsed companies and much more.

MDA E-News - This is the fastest method for the MDA to distribute breaking news by e-mail to our members. Please make sure that we have your current e-mail address.

MDA on Social Media



CONTINUING EDUCATION

Because continuing education is a requirement for maintaining licensure in Mississippi, you may want to participate in affordable continuing education programs at the local and state level. Through attendance of local District Dental Society and MDA meetings, a wide variety of continuing education programs are available to members.

MDA ENDORSED SERVICES AND BUSINESS PARTNERS

MDA members know where to find the best services and discounts available to Mississippi dentists. MDA endorsements and business partnerships offer member discounts and information on the products and services available from companies approved by the MDA. For a complete updated list, members may reference the MDA website: www.msdenal.org

INSURANCE PLANS

For coverage at reasonable rates, insurance plans are available to members through Brown and Brown. The company provides a variety of insurance products to suit your needs. Please contact Stormy Blair at 1-888-503-5547 or visit their website at www.ellis4u.com for more information.

LEGISLATIVE ADVOCACY

The MDA maintains an active liaison with various government agencies and the Mississippi legislature to ensure representation of the interests of organized dentistry. In addition, the Council on Governmental Affairs continuously monitors issues affecting the dental profession and the dental health of the public, and influences federal and state legislation on behalf of MDA members.

PEER REVIEW PROGRAM

Even though members do their very best to eliminate the dental problems of their patients, there will always be the case where a patient believes that he/she has not received quality dental care. If this situation arises, members are encouraged first to try to reach a resolution with the patient. Should that effort be unsuccessful, the MDA offers a public service known as Peer Review. The Peer Review program has been very effective in eliminating the necessity of legal proceedings to settle disputes regarding dental care.

District Dental Societies

The Mississippi Dental Association is divided into six component District Dental Societies. These societies represent local interests and activities of dentists in those regions. Each District elects its own officers and conducts local meetings on a schedule decided by its members. The counties included in each District are listed below:

District I Dental Society

Alcorn
Benton
Calhoun
Chickasaw
Choctaw
Clay
Itawamba
Lafayette
Lee
Lowndes
Marshall
Monroe
Oktibbeha
Pontotoc
Prentiss
Tippah
Tishomingo
Union
Webster

District II Dental Society

Bolivar
Carroll
Coahoma
DeSoto
Grenada
Holmes
Humphreys
Issaquena
Leflore
Montgomery
Panola
Quitman
Sharkey
Sunflower
Tallahatchie
Tate
Tunica
Washington
Yalobusha
Yazoo

District III Dental Society

Attala
Clarke
Covington
Forest
Jasper
Jones
Kemper
Lamar
Lauderdale
Leake
Neshoba
Newton
Noxubee
Perry
Scott
Smith
Wayne
Winston

District IV Dental Society

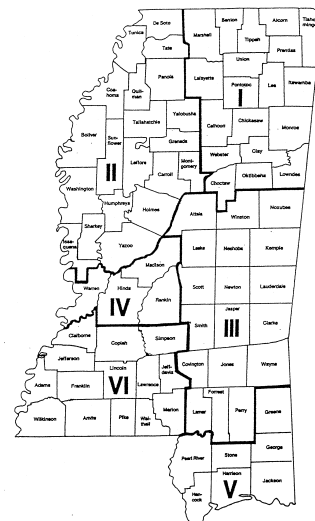
Hinds
Madison
Rankin
Warren

District V Dental Society

George
Greene
Hancock
Harrison
Jackson
Pearl River
Stone

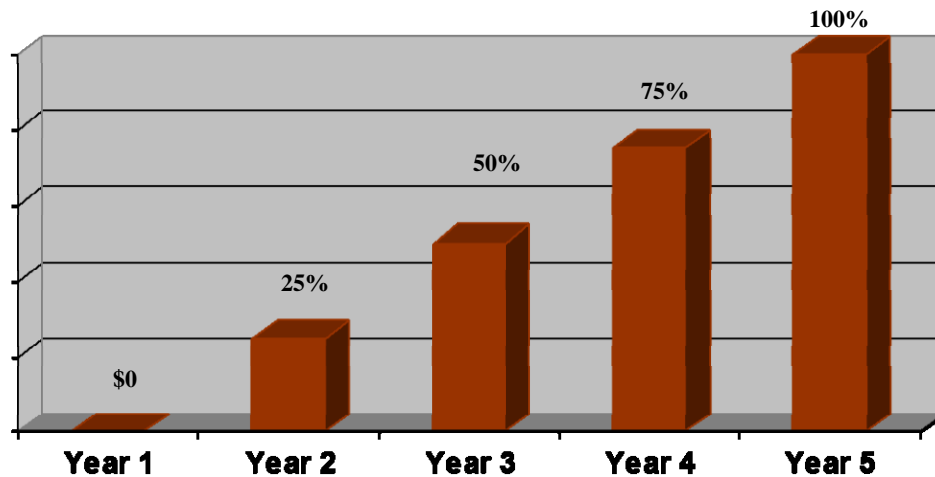
District VI Dental Society

Adams
Amite
Claiborne
Copiah
Franklin
Jefferson
Jefferson Davis
Lawrence
Lincoln
Marion
Pike
Simpson
Walthall
Wilkinson



MEMBERSHIP INCENTIVES FOR NEW DENTAL GRADUATES

ANNUAL DUES STRUCTURE



Membership your first year after graduation from dental school is **FREE!** Incremental member dues options are based on continuous membership in the MDA program. If you go directly into an advanced dental education program, the Reduced Dues Program will begin after you complete your education, as long as you maintained ADA graduate student membership. ADA dues for graduate students are just \$30 per year.

VALUES FOR MEMBERS ONLY!

	Member Price	Non-Member Price
MDA Insider	FREE	\$40
Weekly Updates	FREE	Not Available—Members Only
Peer Review	FREE	\$600
Access to MDA sponsored insurance plan & endorsed products and services	FREE	Not Available—Members Only
Resource Guide & Membership Directory	FREE	\$175
Web Site Member Only Access	FREE	Not Available—Members Only
Legislative Representation & Government Affairs	FREE	PRICELESS



ALLIED DENTAL ORGANIZATIONS & PROGRAMS OF THE MDA

MDA FOUNDATION

The MDA Foundation is a nonprofit 501(c)3 developed for the purpose of sponsoring projects and promoting activities that improve the oral health of all Mississippians. The mission of the MDA Foundation is to increase access to dental care for Mississippians through outreach projects and community programs.

MISSISSIPPI DENTAL POLITICAL ACTION COMMITTEE (MDPAC)

MDPAC is organized dentistry's vehicle in Mississippi for assuring its voice is heard in the political process. MDPAC requests and accepts contributions to support governmental campaigns. It serves as an arm of the American Dental Political Action Committee.

YOUR STAFF

Mississippi hosts several accredited programs designed to educate and train dental assistants and hygienists. Most of these programs are located at community colleges.

When hiring new staff members, you may find these programs to be excellent resources for eager and experienced employees. You will find candidates that have been exposed to dentistry in a didactic setting as well as different clinical settings. These graduates will know a great deal about practicing, but will still be adaptable to train to your personal practice style.

Below you will find a list of the programs and their relevant information. Hopefully, you will find this list a useful resource for finding new auxiliaries as well as referring candidates interested in entering the dental profession.

Dental Assisting Programs

Antonelli College
2323 Lakeland Dr.
Flowood, MS 39232
Phone: (601) 362-9991

Hinds Community College
1750 Chadwick Dr.
Jackson, MS 39204
Phone: (601) 376-4800

Pearl River Community College
5448 US Highway 49 S
Hattiesburg, MS 39401
Phone: (601) 554-5409

Taylor Dental Assisting School
2910 Melton Ave.
Pascagoula, MS 39581
Phone: (228) 769-0600

Dental Hygiene Programs

Meridian Community College
910 Highway 19 North
Meridian, MS 39307
Phone: (601) 483-8241

MS Delta Community College
Highway 3 South
PO Box 668
Moorhead, MS 38761
Phone: (601) 246-6322

DONATED DENTAL SERVICES

Through this program, Mississippi dentists volunteer their services to provide preventive and restorative dental care to those in the greatest need. Volunteer dentists are covered by sovereign immunity and workers' compensation.

ALLIANCE OF THE MDA

The Alliance of the Mississippi Dental Association is the organization of the MDA member spouses, dedicated to serving the public and the profession of dentistry.



NE MS Community College
101 Cunningham Blvd.
Booneville, MS 38829
Phone: (662) 720-7285

Pearl River Community College
5548 US Highway 49 S
Hattiesburg, MS 39401
Phone: (601) 554-5509

School of Health Related Professions—Dental Hygiene Program
2500 North State St.
Jackson, MS 39216
Phone: (601) 984-6310

REGULATORY AGENCIES

MISSISSIPPI STATE BOARD OF DENTAL EXAMINERS (MSBDE)

600 East Amite Street, Ste. 100
Jackson, MS 39201-2801
Phone: (601) 944-9622
Fax: (601) 944-9624
Website: www.dentalboard.ms.gov

The Mississippi State Board of Dental Examiners is a legislatively-mandated state regulatory agency charged with the responsibilities of examining, licensing, registering, and regulating the practices of dentistry and dental hygiene to ensure competency (through examination and licensure) and ethics (through registration and regulation) among all dental professionals in the State of Mississippi for the ultimate goal of safeguarding and enhancing the health and welfare of the citizens of this State. As such, the Mississippi State Board of Dental Examiners is neither affiliated with nor functions as a subsidiary of any private or professional organization.

MISSISSIPPI DEPARTMENT OF HEALTH

570 East Woodrow Wilson
Jackson, MS 39215
Phone: (601) 576-7400
Website: www.msdh.state.ms.us

This department administers several state programs:

- ◆ Dental education or oral health care promotion
- ◆ Radiological health services/inspection
- ◆ Biomedical-waste disposal regulations
- ◆ Children's medical services
- ◆ Infectious-disease control and education
- ◆ Health-staff planning and workforce statistics

DRUG ENFORCEMENT ADMINISTRATION

950 Pennsylvania Ave., NW
Washington, DC 20530
Phone: (202) 514-2000
Website: www.dea.gov

DEA Offices & Telephone Numbers in Mississippi:
Gulfport - (228) 863-2292
Jackson - (601) 965-4400

Oxford - (662) 234-8542 or toll free -(800) 882-9539
The Drug Enforcement Administration provides the form licensees need to prescribe drugs. It also has information about DEA rules and regulations.

INFECTION CONTROL AND OSHA

Jackson Area Office
3780 I-55 North, Ste. 210
Jackson, MS 39211
Phone: (601) 965-4606
Website: www.osha.gov

The ADA can supply some Occupational Safety and Health Administration information. OSHA has requirements for:

- ◆ Infection control
- ◆ Employee safety and training
- ◆ Waste management and hazardous chemicals

AMERICANS WITH DISABILITIES

U.S. Department of Justice
Phone: (800) 514-0301
Website: www.ada.gov

Dentists must comply with the Americans with Disabilities Act when dealing with patients and employees. The American Dental Association also has information about how to design dental offices so they are accessible to patients and/or employees who have disabilities.

INTERNAL REVENUE SERVICE

Telephone inquiries only: (800) 829-1040
Website: www.irs.gov

The Internal Revenue Service can provide an application for your federal tax identification number. All businesses that have employees must have a federal tax ID number. Other available forms include:

- ◆ Circular E Employers Tax Guide
- ◆ W-2
- ◆ W-4
- ◆ 941 quarterly federal tax return
- ◆ 8109 tax deposit coupons
- ◆ Business start-up kit

MEDICAL WASTE DISPOSAL

MS Department of Environmental Quality
PO Box 20305
Jackson, MS 39289
Phone: (601) 961-5171
Website: www.deq.state.ms.us

They can provide information about state requirements for disposing of dental-office waste.

CITY HALL

Dentists should contact their local city halls and/or county clerks of the court for information about securing occupational and business licenses before starting their practices.

MEDICAID

Robert E. Lee Building
239 North Lamar St., Ste. 801
Jackson, MS 39201
Phone: (800) 421-2408
Website: www.medicaid.ms.gov

Dentists who want to enroll in the Mississippi Medicaid Provider Program should call for applications, agreements, manuals and provider numbers.



YOUR OFFICE OPERATIONS

TAXES

Personal Property

County tax assessors can provide personal property tax worksheets to list tangible assets, such as equipment and furnishings, used in dental practices.

Employee

Dentists are required to withhold certain taxes from each employee's paycheck. Dentists in business for themselves are advised to consult an accountant. Required taxes include: federal, Medicare, Social Security and federal unemployment as well as state taxes.

EMPLOYMENT & UNEMPLOYMENT SERVICES

For information and guidelines, refer to the MS Department of Employment Security:
www.mdes.ms.gov

WORKERS' COMPENSATION

Mississippi Worker's Compensation Commission
Phone: (601) 987-4273
Website: www.mwcc.state.ms.us

REQUIRED POSTERS

State Posters

The Mississippi Department of Employment Security (MDES) provides the Job Insurance Poster by downloading it from the Web site, or by calling (601) 321-6146. You may also contact your local tax

field representative to obtain this poster. The poster is available at no charge.

The only other State required poster is the Mississippi Worker's Compensation poster. This poster is available by visiting the Mississippi Worker's Compensation Web site.

Federal Posters

Posting requirements vary by statute; that is, not all employers are covered by each of the Department's statutes and thus may not be required to post a specific notice. For example, some small businesses may not be covered by the Family and Medical Leave Act and thus would not be subject to the Act's posting requirements.

Fair Labor Standards Act (Minimum Wage)
Job Safety and Health Protection (OSHA)
Family Medical Leave Act (FMLA)
Equal Employment Opportunity (EEOC)
Employee Polygraph Protection Act (EPPA)
Notice to Workers with Disabilities
Migrant and seasonal Agriculture Worker Protection
Uniformed Services Employment and Reemployment Rights Act (USERRA)

For more information about poster requirements or other compliance assistance matters, please contact the U.S. Department of Labor by phone at 1-888-9-SBREF.A.

Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use to assure the confidentiality, integrity, and availability of electronic protected health information.

HIPAA materials are available through the ADA catalog.

National Provider Identifier (NPI)

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. NPIs that specify an individual, such as a solo practice dentist, are classified as Entity Type 1 (Individuals) NPIs. NPIs that specify a dental practice organization are classified as Entity Type 2 (Organizations) NPIs.

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.

Learn more about the NPI at these links:
ADA - <http://www.ada.org/8754.aspx>
<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Below is a list of ADA practice management and regulatory publications and guidebooks frequently requested by dentists opening new practices. Visit catalog.ada.org or call 1.800.947.4746

- **CDT 2011-2012 The ADA Practical Guide to Dental Procedure Codes**
- **CDT Companion The ADA Practical Guide to Dental Coding**
- **The ADA Practical Guide to Frequently Asked Legal Questions**
- **The ADA Practical Guide to HIPAA Compliance**
- **The ADA Practical Guide to Starting Your Dental Practice**
- **CEO Crash Course: Take the Lead in Your Dental Practice**
- **Associateships: A Guide for Owners and Prospective Associates**
- **Valuing a Practice: A Guide for Dentists**
- **Transitions: Navigating Sales, Associateships and Partnerships in Your Dental Practice**
- **The Power of Internal Marketing**
- **Employee Office Manual: A Guide for the Dental Practice**
- **Dental Letters Made Easy**
- **ADA Regulatory Compliance Manual**
- **Effective Infection Control: A Training Program for Your Dental Office**
- **OSHA Training for Dental Professionals**



Mississippi
DENTAL ASSOCIATION

CHECKLIST FOR A SUCCESSFUL PRACTICE

- Join the ADA, MDA and your Local District Dental Society. Call (601) 664-9691.
- Attorney
- CPA
- Form Corporation/LLC etc. (if applicable)
- Insurance Coverage ***
 - __ Malpractice
 - __ Worker's Compensation
 - __ Liability
 - __ Hazards (fire, theft, earthquake)
 - __ Income Protection
 - __ Health, Life, Auto
- Practice Financing ***
- Contractor, Electrician, Plumber
- Building permit (when building or remodeling an office)
- Zoning Regulations
- Utilities
- Telephone System (Answering Service)
- Hazardous Waste Disposal ***
- Dental Equipment, Dental Supplies ***
- Dental Laboratory
- Banking Services, Office Bookkeeping
- Office Supplies ***
- Patient Records System ***
- State and Federal Posters (required)
- Written Office Manual (Employee Manual)
- Employment Applications
- Employment Eligibility (I-9 forms)
- Verify Employee Licenses (if applicable)
- Federal
 - __ Tax Identification (TIN)
 - __ DEA #
 - __ **HIPAA Compliance Manual**
(available through the ADA)
 - __ NPI #
 - __ OSHA
 - __ CDC
- State
 - __ MS State Board of Dental Examiners
(Practice name approved)
 - __ Change of address, if applicable
 - __ Anesthesia Permit

 - __ MS Department of Health
 - __ Radiology equipment permit
 - __ Tax Identification (MS State Department of Revenue)
 - __ N₂O₂ Inspection
 - __ **Automated External Defibrillator (AED) ***
 - __ CPR Certificate
- County
 - __ Circuit Court - dental license registration
 - __ County Tax Assessor
- City Hall
 - __ City Permit - Annual fee
 - __ City Water - Back flow valve need
 - __ Signage - Check fee, if applicable

***Products and services to save you time and money are available to MDA members through our endorsement partners.**

