

Checklist for Starting a Dental Practice

Financial Preparation

- Estimate dental practice start-up costs
- Secure dental practice start-up loans or financing options
- Set up a budget for equipment, rent, salaries, and marketing

Legal & Licensing Requirements

- Obtain a state dental license and business registration
- Apply for an Employer Identification Number (EIN)
- Ensure compliance with OSHA and HIPAA regulations
- Get malpractice insurance and business liability insurance

Location Selection & Office Setup

- Research high-demand areas with low competition
- Check for zoning laws and permits
- Secure a commercial lease or purchase office space
- Design a functional and patient-friendly dental office

Equipment & Technology

- Purchase dental chairs, X-ray machines, and sterilization units
- Invest in dental handpieces, curing lights, and impression trays
- Install practice management software for scheduling & billing

Staff Hiring & Management

- Hire qualified dentists, dental hygienists, and assistants
- Recruit front desk staff for appointment scheduling and billing
- Provide training on patient care and compliance
- Implement dental practice management software

Services & Insurance Acceptance

- Offer preventive, restorative, cosmetic, and emergency care
- Accept major dental insurance plans (Delta Dental, Cigna, MetLife, etc.)
- Establish pricing and payment plans for uninsured patients

Marketing & Patient Acquisition

- Create a professional website and optimize it for SEO
- Set up social media pages and Google My Business listing
- Implement local advertising and referral programs
- Offer new patient promotions to attract clients

Insurance Verification & Billing

- Partner with Questsol for automated insurance verification
- Ensure accurate claim submissions and reimbursements

- Train staff on insurance billing processes