Rules, Regulations & Requirements – A Check List for Dental Offices

HIPAA, Red Flag Rule, X-Ray unit equipment performance evaluation (EPE), and continuing education requirements are just a few of the numerous rules, regulations and requirements that must be observed to legally operate a dental office in Texas. The following checklist was developed for your convenience. It will serve as a reminder and a resource for regulatory information. The following checklist is by no means complete but an effort has been made to include the pertinent points. For detailed information, links to the appropriate agency has been attached. This will be posted on your website www.capitalareadental.org. Information will be expanded and updated as needed.

Federal Government

HIPAA - Health Insurance Portability and Accountability Act
   Must have approved manual in place, patients sign agreement.
   New hires to be familiar with Act.
   NPI – National Provider Identifier required. www.nppes.cms.hhs.gov

OSHA – Program in place with safety precautions, proper labeling, MSDS sheets.
   Employers must offer training on initial assignment and then at least annually. http://www.osha.gov/SLTC/dentistry/index.html

DEA - Drug Enforcement Agency
   Annual renewal www.deadiversion.usdoj.gov

Red Flag Rule – offices to have a written plan to curb identity theft.
   The American Dental Association and Texas Dental Association have Guides available for members. www.ada.org/prof

State Government

Texas State Board of Dental Examiners
   Be familiar with Board Rules
   License Renewal – annual www.tsbde.state.tx.us post card reminders are mailed 45 days prior to expiration date.
   CPR Certification – all dental personal must be current in CPR.
   Jurisprudence Certification – Dentists & Hygienists renew online once every three years.
   Dental Assistants only need to be registered with the Board of Dental Examiners if they take x-rays. Registration for assistants is one time only and must pass the Jurisprudence and Radiology exam. A registration number is assigned.
   Continuing Education Requirement – Dentists & Hygienists must have twelve (12) hours annually. Up to 24 hours may be carried forward.
**Sedation Permits** – Enteral Conscious Sedation permits require six (6) hours of certified training every three years.

**Texas Department of Health**
X-Ray unit Equipment Performance Evaluation (EPE) is required.
[http://www.dshs.state.tx.us/radiation/rules.shtm#232](http://www.dshs.state.tx.us/radiation/rules.shtm#232)

**Texas Commission on Environmental Quality**
Water Backflow Preventers are to be tested by a certified tester once a year.

**Texas Controlled Substances Registration Certificate**
Texas Department of Public Safety
Annual renewal
[http://www.txdps.state.tx.us/criminal_law_enforcement/narcotics/narccsrfaq.htm](http://www.txdps.state.tx.us/criminal_law_enforcement/narcotics/narccsrfaq.htm)

**Board Rules Points of Interest**
- Blood Pressure and Pulse Rate to be recorded at all visits. An entry should be made in chart if not taken with an explanation.
- Office Emergencies – A Positive Pressure Breathing Apparatus is required.
- Records should be maintained at least five (5) years from last patient visit.
- Licenses must be on exhibit.
- Board of Dental Examiners sign is to be on exhibit.