



TIPS WHEN SEEKING

AzDA's role in the Associateship Placement Program is as a matching service only. Any provisions of business agreements are the sole responsibility of the dentists involved. Please read the following 'tips' and educational resources available to you prior to entering into any practice agreements.

- ✓ **Know your future employer/partner/coworker!** Who owns the practice and to whom do you report? If it is a dentist, call the Arizona Board of Dental Examiners at 602.242.1492. Since this is public information, you can anonymously learn the disciplinary history, if any, of any dentist. If the practice is owned by someone other than a dentist, it would not meet the criteria to be a provider in the placement program.
- ✓ **Are there any third-party reimbursement contracts in place, or that you will be asked to sign?** This is important to know up front. As an AzDA member, you can have these contracts analyzed for free. This service will help you understand the legal implications of any reimbursement contract you are considering. Simply send a copy of the contract to AzDA Contract Analysis, 3193 N Drinkwater Blvd, Scottsdale, AZ 85251-6491.
- ✓ **Can you refer to a specialist when you feel it is in the patient's best interest?** Some offices strongly discourage specialty referrals for economic reasons. This may put you in a position to perform a procedure with which you are not comfortable and/or are incapable of doing to the standard of care. You will ultimately be held responsible for the treatment, regardless of office policy, so it is important to know your referral options.
- ✓ **Check the appointment book.** If you determine a patient needs treatment, can it be completed in a timely manner? Will there be excessive time between appointments which may cause the condition to worsen? Is there a recall system in place? Is there recall for well patients as well as those with implants or periodontal disease? Does this office have a policy of 'no appointment necessary'? Will a waiting room full of patients affect your ability to provide care?
- ✓ **Can you choose which laboratories and/or supplies you use?** Quality dentistry depends on attention to every detail. The ability to choose your own supplies and laboratories are important elements in determining the final outcome and patient satisfaction of any procedure.
- ✓ **What system is in place to adhere to OSHA regulations?** Information can be obtained by logging onto www.osha.org and scrolling down to "dentistry".
- ✓ **Does this office want to hire you as an independent contractor?** The conditions for legally contracting as an independent contractor are very detailed. In most cases, a dentist will not meet these requirements and should be considered an employee instead of an independent contractor. To obtain a copy of the IRS publication used to determine independent contractor status, call 480.344.5777, 800.866.2732 or download the document from the Associate Placement Program home page on www.azda.org.

Other resources available on loan through the ADA Library –

(These materials are also available for purchase through ADA Catalog Sales – Please call 800.947.4746)

ADA: Successful Valuation of a Dental Practice.

ADA: Practice Growth Through Partnerships, Group Practices and Shared Office Arrangements

ADA: Associateships: A Guide for Owners and Prospective Associates

Reference packets available through the ADA Library for \$20.00 each – Please call 800.621.8099 x2653

Adding an Associate
Practice Valuation
Sale of a Dental Practice

Becoming an Associate
Purchase of a Dental Practice