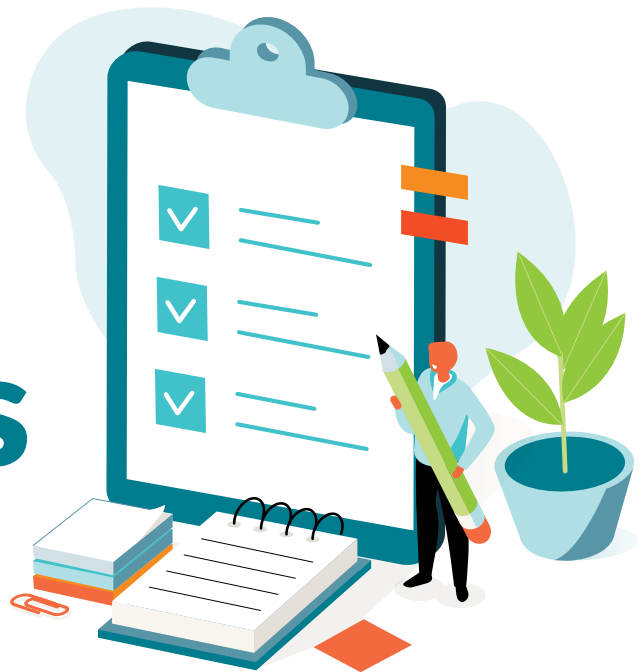


# 3-6 Months Before Opening

## Timeline of Tasks



Notify your state dental board of your address and phone number

Notify the Drug Enforcement Agency (DEA) of new address and phone number [↗](#)

Register for your business license with the City Clerk's office in the city of your practice location

Request a Tax Payer Identification Number (TIN)/Employer Identification Number (EIN) [↗](#)

Request an inspection and one-time Pressure Vessel Permit for your Air Compressor. (See your dental equipment representative first, as this isn't necessary with some smaller compressors.)

Get started on your office policy manual [↗](#)

Select your practice management software and take initial training [↗](#)

Determine which insurance plans you will contract with directly [↗](#)

Complete the insurance credentialing process

Obtain professional liability, life, and overhead protection policies

Secure general liability and renters or comprehensive building policies

Obtain workman's compensation policy

Obtain health and disability policies

Develop a marketing plan [↗](#)

Burkhart clients – set up a complimentary coaching call with the Practice Support Team to discuss dental insurance plans, office policy manual, practice vision, or your marketing plan [↗](#)

[↗](#) This icon is a shortcut to the website referenced.