



New Dental Practice Owner **Compliance Checklist**

Your Essential Guide to
OSHA, HIPAA, Infection Control & Oregon Requirements



Smarter Systems. Safer Teams. Stronger Practices.

Welcome to Your New Dental Practice – Let's Build It Right from Day One

Congratulations on your new practice! Ownership brings exciting opportunities—and important responsibilities. One of the most critical early steps is establishing compliance systems that protect your team, your patients, and your business.

This guide provides a **high-level overview** of the core compliance areas every Oregon dental practice must address, including requirements from:

- Oregon Occupational Safety and Health Administration (OR-OSHA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Centers for Disease Control and Prevention (CDC)
- Oregon Board of Dentistry (OBD)
- Oregon Health Authority (OHA)

Use this overview to:

- Understand the key compliance categories that apply to your practice
- Identify systems and documentation that should be in place
- Support effective team training and role clarity
- Build confidence that your practice is set up to meet inspection expectations

This booklet is not meant to replace professional or legal guidance. Instead, it is designed to give you a clear starting point and help you see the full compliance picture as you build your practice.

About Healthcare Compliance Associates (HCA)

Healthcare Compliance Associates helps dental practices turn complex regulations into practical, easy-to-manage systems. Our focus is on clarity, consistency, and real-world application—so you can focus on delivering excellent patient care while knowing your compliance foundation is strong.

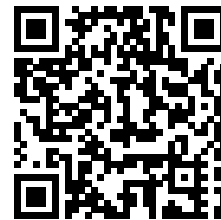
HCA serves over 300 Oregon dental and healthcare clinics with practical, Oregon-specific compliance systems that are easy to maintain and immediately actionable.

- ✓ Oregon-specific OSHA & HIPAA training, manuals, & support
- ✓ Infection Control training, manuals, & support
- ✓ On-site walk-through & recommendations
- ✓ Written Standard Operating Procedures (SOPs) development
- ✓ Online-only options



Scan to schedule your FREE 20-minute Compliance Risk Review – designed specifically for new practice owners.

Or schedule on our website at <http://www.oshahipaa.com/risk>



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1. OR-OSHA Compliance

- Assign a Safety (OSHA) Officer.
- Set up monthly documented Safety Meetings or a Safety Committee.
- Create an Exposure Control Plan (updated annually).
- Create a Hazard Communication Program and maintain Safety Data Sheets.
- Provide required Bloodborne Pathogens training before potential exposure and annually, at a minimum.
- Provide required Hazard Communication training before potential exposure and when introducing a new product.
- Develop Emergency Action and Fire Prevention Plans.
- Maintain OSHA logs (300, 300A, 301) if applicable.
- Maintain PPE supply and related training.
- Label biohazard containers/waste appropriately.
- All secondary containers are labeled.
- Inspect eyewash stations weekly and document.
- Maintain sharps containers and a Sharps Injury Log.

2. HIPAA Compliance

- Assign HIPAA Privacy and Security Officers.
- Complete an initial HIPAA Risk Assessment.
- Create written HIPAA Privacy and Security policies.
- Provide HIPAA training upon hire and annually, at minimum.
- Provide and post the current Notice of Privacy Practices (NoPP).
- Maintain Business Associate Agreements.
- Set up unique logins, passwords, auto-lock, and backups for all employees.
- Train staff on workstation and password security policies.
- Establish HIPAA breach response procedures.

3. Infection Control (CDC)

- Maintain a written Infection Control Plan.
- Assign an Infection Control Coordinator.
- Provide Infection Control training annually, at minimum.
- Establish sterilization workflows with clean-to-dirty separation.
- Maintain daily sterilizer logs and weekly spore tests.
- Maintain waterline treatment and testing protocols.
- Use EPA-registered disinfectants per manufacturer instructions for use (IFU's).
- Maintain immunization and TB documentation.
- Complete the TB Facility Risk Assessment annually.

4. OBD Requirements

- Verify licenses, permits, and radiology certifications. Post as required.
- Ensure delegated duties comply with Oregon scope of practice.
- Maintain sterilization logs and indicator documentation.
- Maintain weekly spore test documentation.
- Maintain required workplace and patient-facing postings.
- Perform ongoing infection control self-audits (i.e., hand washing and sterilization procedures).

5. OHA (Radiation Safety)

- Register X-ray machines with OHA.
- Maintain radiation signage.
- Document radiation training for staff.

6. Human Resources (HR) & Employee Documentation

- Create personnel files and separate confidential medical files.
- Provide OSHA and HIPAA training upon hire and annually, at minimum.
- Maintain new-hire paperwork and emergency contact forms.
- Maintain immunization and baseline TB documentation.
- Provide employee handbook and signed acknowledgment.
- Assign a mentor and support structured onboarding utilizing clinic-specific SOPs

7. Written SOPs

- Create SOPs for sterilization, waterlines, spore testing, cleaning, and exposure incidents.
- Create SOPs for HIPAA workflows and breach response.
- Create administrative SOPs for daily operations.
- Include version control and review dates.
- Follow manufacturers' Instructions for Use (IFUs).

8. Facility & Equipment Requirements

- Maintain documentation for radiation equipment inspections.
- Install and maintain amalgam separators.
- Maintain sharps and biohazard waste contracts.
- Maintain emergency kits and check expiration dates.
- Store equipment manuals and IFUs in an easy to access location.

9. Patient Care & Administrative Setup

- Create treatment, financial, and privacy consent forms.
- Set up systems for patient communication, appointment scheduling, and recall follow-up to keep patients on track with routine care.
- Create after-hours emergency care protocols.
- Create backup plans for power or system outages.

10. Ongoing Requirements

- Maintain weekly spore testing and documentation.
- Conduct monthly OSHA Safety Meetings or Safety Committee meetings.
- Conduct quarterly safety walkthroughs if you have a safety committee.
- Perform annual OSHA, HIPAA, and Infection Control plan reviews.
- Provide annual OSHA, HIPAA, and infection control training.

Additional Resources

- 1) [OR-OSHA](https://osha.oregon.gov/Pages/index.aspx)
(<https://osha.oregon.gov/Pages/index.aspx>)
- 2) [HIPAA for Professionals](https://www.hhs.gov/hipaa/for-professionals/index.html)
(<https://www.hhs.gov/hipaa/for-professionals/index.html>)
- 3) [CDC Summary of Infection Prevention Practices in Dental Settings](https://www.cdc.gov/dental-infection-control/hcp/summary/index.html)
(<https://www.cdc.gov/dental-infection-control/hcp/summary/index.html>)
- 4) [Oregon Board of Dentistry](https://www.oregon.gov/dentistry/pages/index.aspx)
(<https://www.oregon.gov/dentistry/pages/index.aspx>)
- 5) [Oregon Health Authority Radiation Protection](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/RADIATIONPROTECTION/Pages/rules.aspx)
(<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/RADIATIONPROTECTION/Pages/rules.aspx>)
- 6) [Oregon BOLI Employer Assistance](https://www.oregon.gov/boli/employers/Pages/default.aspx)
(<https://www.oregon.gov/boli/employers/Pages/default.aspx>)
- 7) [Good Dentist, Poor Dentist: The Essential Compliance Guide for Oregon Dental Practice Owners](https://www.gooddentistbook.com)
by Kelli Ngariki
(<https://www.gooddentistbook.com>)

[Available on Amazon](#) | [Available on Audible](#)

Compliance Disclaimer

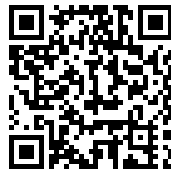
This checklist is provided for educational purposes only and does not constitute legal advice. Healthcare Compliance Associates makes no guarantees of regulatory compliance or enforcement outcomes. Requirements from OSHA, HIPAA, CDC, OBD, and OHA may change. Dental practices are responsible for verifying and implementing all applicable regulations. For guidance specific to your practice, consult with a qualified legal or regulatory professional.

Additional Support for Your Practice

Compliance can feel overwhelming when you're starting a practice. Healthcare Compliance Associates specializes in making OSHA, HIPAA, and Infection Control requirements simple to understand and easy to implement so you can focus on patient care. Support is available if your team needs help putting these systems in place.

WANT HELP SETTING UP YOUR OSHA, HIPPA, AND INFECTION CONTROL SYSTEMS?

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