

New Dentist Timeline: From the SCDA Committee on the New Dentist

1. Apply for SC License through the LLR after clinical portion of licensure boards. Can take more than 2 months, so apply ASAP
 - a. <http://www.llr.state.sc.us/POL/Dentistry/index.asp>
 - b. They will email you a password and link for the jurisprudence, which is open book. The articles in question are available through the same site
 - c. Cost= **\$300.00**
2. After receiving SC license you can practice, recommended to get malpractice insurance first
 - a. Two options:
 - i. <http://www.scjua.com/>
 - ii. <http://generalagencyinc.com/dentistsoral-surgeons/>
3. Apply for a personal NPI number
 - a. <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>
 - b. Cost= **free!**
4. After receiving SC License number apply for SC Controlled Substance License – for writing prescriptions
 - a. <http://www.scdhec.gov/administration/library/D-1174A.pdf>
 - b. Cost= **\$125.00**, good for **one** year
5. After receiving SC Controlled License apply for Federal DEA License – for writing prescriptions
 - a. <https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp>
 - b. Cost= ~**\$731.00**, good for **three** years
6. Apply for Medicaid (optional)
 - a. Only apply to be a Medicaid provider once you have both SC Controlled Substance License and Federal DEA license
 - b. **FIRST**
 - i. If you are working as an associate in another dentist's office (meaning: if you do not do this, you will be taxed on this as if it were your income and will receive a W9)
 1. You should first apply for a GROUP NPI # for the entire office
 - a. Do this at same website as above
(<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart>)
 2. Complete Medicaid Enrollment application using this group NPI #
 - a. If you are the associate dentist, very little (if any) of your information will be on this application
 - b. <https://providerservices.scdhhs.gov/ProviderEnrollmentWeb/>
 3. Once this Medicaid application is verified (and you receive a group Medicaid #), you should then send a fax to SC Medicaid (from the senior dentist) requesting that associate be added to that group NPI #
 - a. Fax #: Provider Enrollment, 803-870-9022
 4. Then your office manager will be able to submit claims on Medicaid's web portal under your name
 - ii. If you are working as a sole proprietor/individual (meaning: the Medicaid reimbursement will be your direct income)
 1. Apply using your individual NPI #through SC DHHS website
 - c. **SECOND**
 - i. Enroll as Medicaid Provider
 1. <https://www.scdhhs.gov/ProviderRequirements>
 2. Online Application: <https://providerservices.scdhhs.gov/ProviderEnrollmentWeb/>
 - ii. Cost=**\$542.00**
 1. Be sure you submit this before you submit your application or at least at the same time or it will be rejected
 2. <https://ssl.sc.gov/Checkout/DHHS/>
7. Insurance Credentialing (once you join a practice)
 - a. Many of the insurance applications will need several consistent documents. You should start a folder with both a hardcopy and an electronic copy for quick and easy use of the following documents as you receive them.
 - i. CPR/First Aid Certification, Dental Diploma, Dental License, Malpractice Endorsement Page, History of work including dates (if you have worked in the dental field before)
8. **MOST IMPORTANT:** Don't forget to join the SCDA through your Tripartite membership. Check out the benefits and apply by visiting: <http://www.scdca.org/displaycommon.cfm?an=1&subarticlenbr=441>

This information is a product of the SCDA Committee on the New Dentist. To get more information on the group contact Maie Brunson with the SCDA (Bransonm@scda.org) or visit our Facebook page by searching "SCDA Committee on the New Dentist"

Our mission: The Mission of the ADA New Dentist Committee is to serve as the voice of the new dentist within the American Dental Association, representing new dentists' views to the ADA Board of Trustees and other agencies; to monitor and anticipate new dentist needs and advocate for the development of member benefits, services, and resources to facilitate professional and practice success; and to foster the next generation of leadership within organized dentistry by building community and facilitating new dentist leadership development at all three levels of the tripartite.