

Handout

Disclaimer: This document is intended for informational purposes only. It does not replace, override, or supplement the responsibility of each licensed dental professional to understand and comply with the laws and regulations governing their practice. Clinicians must review and follow their applicable Practice Act in their state and ensure that all services provided are within the scope of their license. This resource is not a legal guide and should not be relied upon as such.

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Business Creation Steps:

Confirm Scope of Practice & Mobile Practice Laws

- Review your state dental practice act to confirm what services can be provided independently, in mobile settings, or under supervision. Some states require additional permits or written agreements for mobile practice locations.

A Business Plan

- This is a simple document that explains how your mobile dental hygiene business will operate, including what services you'll offer, who you'll treat, how you'll provide care, and how the business will make money and cover costs.

Choose A Name

- This will be the hardest part, ask friends and family for ideas and feedback.

Business Email

- A business email is an email connected to your domain name, such as hello@shelleydental.com, instead of a personal Gmail account. It helps build professionalism, credibility, and trust with brands, sponsors, and patients while keeping your business and personal communication separate. To get one, you first need a domain name, which typically costs about \$10–25 per year, and an email hosting provider such as [Google Workspace](#), Microsoft 365, or Zoho Mail. Most business email services average about \$5–15 per month, making the total startup cost roughly \$100 per year for a professional online presence.

Choose a Business Structure (LLC, sole proprietorship, etc.)

- This determines your legal protection and tax setup. Many mobile providers choose an LLC to separate personal and business liability. You can form your business through your state's Secretary of State website or use platforms like LegalZoom or a local attorney for setup guidance. [The U.S. Small Business Administration \(SBA\)](#) has excellent resources to

help you choose the right business structure (LLC, sole proprietorship, etc.).

Register Your Business With Your state

- Registering your business makes your mobile dental hygiene practice a legal entity recognized by the state. It protects your business name, allows you to operate legally, and is often required to obtain licenses, open a business bank account, and secure insurance or contracts. For mobile providers, it also adds legitimacy when working in community settings, partnering with facilities, and expanding services.

Obtain an Employer Identification Number (EIN)

- An EIN is required for tax filings, payments and opening business bank accounts.
- [You can apply for free on the IRS Employer ID Number \(EIN\) page.](#)

Obtain a Local City Business License

- In some states you must have a local business license. You can check requirements and apply through your local city or county office. You can find this information at:
 1. Your Secretary of State website
 2. Your city business licensing office
 3. Your state tax commission/revenue department

Understand Taxes & Income Reporting

- If you are self-employed, you are responsible for paying your own Social Security and federal and state income taxes directly to the government.
- To learn more, visit the [IRS Small Business and Self-Employed Tax Center](#).
- Don't forget about you state taxes as well

Open a Business Bank Account

- Keep your business and personal finances separate. A dedicated business account makes taxes, bookkeeping, and insurance filing much easier. Consider hiring an accountant to help with year end business filings to the IRS.

Secure Liability Insurance

- (Required) Liability insurance is required when practicing in public health settings in Utah. This protects both you and your patients.
- (optional) business insurance, etc <https://www.adhainsurance.com/>

Secure Business Insurance

- Business insurance helps protect a mobile dental business from non-clinical risks such as equipment damage, theft, accidents, property damage, or injuries that may occur while traveling or providing care in multiple locations. Unlike malpractice insurance, which covers patient treatment claims, business insurance protects the business itself. Coverage can typically be purchased through companies such as [Hiscox](#), [NEXT Insurance](#), or [State Farm](#), with many small mobile businesses paying approximately \$300–1,200 per year depending on coverage needs, equipment value, and business size.

Insurance and Billing

National Provider Identifier (NPI)

If you plan to file electronic claims to third-party payers — such as private insurance or Medicaid — you will need your own National Provider Identifier (NPI).

An NPI is a unique, 10-digit number assigned for free by the federal government. It serves as your permanent identifier as a healthcare provider, even if you change jobs, move, or are relicensed in another state.

Even if you don't anticipate billing third parties directly, applying for an NPI is still highly recommended. Many health departments, public health programs, or other organizations may require your NPI to process billing or reimbursement for services you provide. Having one ensures that your services can be properly documented and credited.

How to Apply for an NPI

- Apply online at the NPPES website.
<https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart&utm>
- More information is available on the CMS NPI Overview.
https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProviderIdentifierStandards/ovIdentStand?utm_source=chatgpt.com
- You can also call NPPES directly at (800) 465-3203.

The application is free and usually takes less than 20 minutes to complete.

Fee's

Typical fee schedule:

D01110 Adult Cleaning \$45-70	D01204 Adult Fluoride \$10-40	Screening \$15-20
D04341 Quad Scale \$100-140	D04910 Perio \$60-80	Radiographs \$20-40
SDF \$10-20 per tooth	Travel fee	

Forms you'll need

Patient Health History and HIPPA

Dental Health History

Patient Consent to Treatment

Power of Attorney (if needed)

It is best to obtain a copy of medical orders for any patient that you treat and discuss any conditions of medically compromised patients with the collaborating dentist.

Dental Hygiene Treatment Record:

Keep detailed records for you and your patients best care. Simple treatment record (PDF) or recommend keeping documentation on a computer.

Referral Form:

Referral to the Collaborating dentist or the patient's personal dentist.

Sample:

Informed Consent

for dental hygiene treatment in a public health setting

I understand and consent to the facts that:

- . I am receiving treatment by a dental hygienist within the scope of hygiene practice, but not a dental examination by a dentist
- . Any continuing care I may require is my responsibility
- . While the dental hygienist may give me advice and suggest resources for possible further treatment, as a patient it is my responsibility to follow up with any needed treatment.
- . I also give consent to have my records shared for educational purposes. I recognized that my name will not be shared, and just the mouth area will be shown.

Signature of patient or other responsible party

Printed name of patient or other responsible party

Date

Tools

Suction/Water,
Ultrasonic with tips
Hand instruments
Intraoral camera
Polisher
Sterilizer
Rolling kit
Scheduling software

Supplies

Gauze
Prophy angles and cups
Floss and Interproximal brush
LivFresh toothpaste to brush teeth with

Minimally Invasive Dentistry

Visit Shelley_the_Hygienist on YouTube and see my play lists for many of these products.
PerioDT/HybenX- biofilm control, bacterial management, inflammatory reduction, smear layer removal
Turbo CR-Calculus Softening
BlueCheck
Curodont
Silver fluorides on high risk areas
Povidone iodine 8 drops (not a rinse) 1 time per month if high caries risk, every other month if moderate, non-low
Fluoride Varnish
Sealants