**Risk Management Tool Kit Adding Additional Services**

The following are items for consideration when adding additional non-orthodontic services to your practice.

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| **General questions for additional services performed in your office:** |  |
| Are these services covered under your current professional liability policy? | Yes [ ]  No[ ]  |
| Will the services require a rider on your current policy? | Yes [ ]  No[ ]  |
| Does your office Informed Consent document discuss potential liability with these services? | Yes [ ]  No[ ]  |
| Are you able to provide the services without completing required additional training or certification by a licensing board?  | Yes [ ]  No[ ]  |
| If your staff are performing these services, are they permitted to do so by your state’s dental practice act? | Yes [ ]  No[ ]  |

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| **If you will hire an additional orthodontist, other dental or medical specialist, or general dentist to perform the services:** |  |
| Does the doctor have their own professional liability policy? | Yes [ ]  No[ ]  |
| Is your office listed on the doctor’s policy?  | Yes [ ]  No[ ]  |
| Does the doctor have the required training, licensing, and/or certification to perform these services? | Yes [ ]  No[ ]  |
| If you hire an orthodontist, are they eligible for AAOIC insurance? | Yes [ ]  No[ ]  |
| Is the doctor free of any outstanding claims or lawsuits against them?  | Yes [ ]  No[ ]  |
| Does the doctor have a history of never having their professional liability coverage canceled or denied? | Yes [ ]  No[ ]  |

**If you are unsure or answer “No” to any of the above questions, you may want to seek advice of a professional in your area (i.e., business attorney, real estate specialist, practice management specialist). If the question is related your professional liability insurance, you may contact an AAOIC representative at 800-240-2650 or underwriting@aaortho.org.**