Risk Management Tool Kit: Adding Additional Services

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

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's Informed Consent document discuss potential liability with these services?	Yes ☐ No☐
Are you able to provide the services without completing the 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☐

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 from a professional in your area (i.e., business attorney, real estate specialist, practice management specialist). If the question is related to your professional liability insurance, you may contact an AAOIC representative at 800-240-2650 or underwriting@aaortho.org.

DISCLAIMER

The material provided in this checklist has been prepared to provide general information only. It is not intended to be exhaustive or comprehensive or to be relied upon or substituted for legal or other professional advice.