



Arizona State Board of Dental Examiners  
"Caring for the Public's Dental Health and Professional Standards"

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## **BUSINESS ENTITY REGISTRATION** **APPLICATION INSTRUCTIONS AND INFORMATION**

Thank you for your interest in obtaining a registration to own a dental practice in Arizona. We believe these instructions are a helpful tool to be used to help you achieve success. Please give your application the time and attention needed to accurately answer all questions. As we work together, we are excited for your opportunity and available to help you receive your registration. It's the mission of the Arizona State Board of Dental Examiners ("Board") to protect the public's health through judicious licensing, regulation and education. And therefore, it is incumbent on you to share in that mission, which will bring with it your subsequent success. Please treat all Arizona patients with the respect and value in which you respect and value your own dental practice.

### **Business entities EXEMPT from registration – A.R.S. § 32-1213(J)**

- Dental practices that are sole proprietorships or partnerships that consists exclusively of dentists who are licensed in Arizona;
- Any of the following dental practices licensed under Arizona Revised Statutes, Title 20:
  - A service corporation;
  - An insurer authorized to transact disability insurance;
  - A prepaid dental plan organization that does not provide directly for prepaid dental services;
  - A health care services organization that does not provide directly for dental services; and
- Dental practices that are professional corporations or professional limited liability companies, the shares of which are exclusively owned by dentists who are licensed in Arizona and that is formed to engage in the practice of dentistry pursuant to title 10, chapter 20 or title 29 relating to professional limited liability companies;
- Dental practices regulated by the federal government or a state, district or territory of the United States; and
- Dental practices who have an administrator or executor of the estate of a deceased dentist or a person who is legally authorized to act for a dentist who has been adjudicated to be mentally incompetent for not more than one year after the date the Board receives notice of the dentist's death or incapacitation pursuant to A.R.S. § 32-1270.

### **Business entity registration instructions and information**

Dental practices who do *not* qualify under the aforementioned exemptions may *not* offer dental services in Arizona unless the business entity is registered with the Board and the services are conducted by a licensee licensed in Arizona.

**Registration** – The receipt/certificate of registration, for the current registration period, must be conspicuously displayed at the entrance of each business entity pursuant to A.R.S. § 32-1262(E) and A.A.C. R4-11-1802.

1. Complete, sign/date and submit an application provided by the Board for each business entity you own and operate in Arizona.

2. Pay the applicable registration fee using the Board's payment tab on its website for each business entity you own and operate in Arizona.
3. Renew your business entity registration every three years.

### Compliance

A business entity must notify the Board, in writing, within 30 days after any change to the following:

1. The entity's name, address or telephone number;
2. The entity's officers or directors;
3. The name of any dentist who is authorized to provide and who is responsible for providing the dental services of the entity; and
4. The name of the business entity's custodian of records who will accept subpoenas and respond to patient records requests.

OR after the following:

5. Dissolution of any registered business entity;
6. The closing of any facility; and
7. The relocation of any facility.

The business entity must disclose, to the Board, the entity's procedure by which its patients may obtain their records.

The business entity must establish a written protocol for the secure storage, transfer and access of the dental records of the business entity's patients. The protocol must include, at a minimum, procedures for the following:

1. Notifying patients of the future locations of their records if the business entity terminates or sells the practice;
2. Disposing of unclaimed dental records; and
3. The timely response to request by patients for copies of their records.

### Maintenance of records – A.R.S. § 32-1264(D) & (E)

*(D) Within fifteen business days after a patient's written request, that patient's dentist, dental therapist, dental hygienist or denturist or a **registered business entity** shall transfer legible and diagnostic quality copies of that patient's records to another licensee or certificate holder or that patient. The patient may be charged for the reasonable costs of copying and forwarding these records. A dentist, dental therapist, dental hygienist, denturist or **registered business entity** may require that payment of reproduction costs be made in advance, unless the records are necessary for continuity of care, in which case the records shall not be withheld. Copies of records shall not be withheld because of an unpaid balance for dental services.*

*(E) Unless otherwise required by law, a person who is licensed or certified pursuant to this chapter or a **business entity** that is registered pursuant to this chapter must retain the original or a copy of a patient's dental records as follows:*

1. *If the patient is an adult, for at least six years after the last date the adult patient received dental services from that provider.*
2. *If the patient is a child, for at least three years after the child's eighteenth birthday or for at least six years after the last date the child received dental services from the provider, whichever occurs later (**emphasis added**).*