

Comprehensive

# Compliance Manual

for Dental Offices

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**TEXAS EDITION**

**2025 Edition**

Complete Guide to Federal and State Compliance Requirements  
HIPAA • OSHA • Texas HB 300 • Infection Control • All Required Regulations

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Prepared and Maintained by

## **Compliance Ghost**

Professional Compliance Documentation Services

**SAMPLE MANUAL**

*Customization required for your specific practice*

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# 1. Introduction and Overview

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## About This Manual

This Comprehensive Compliance Manual has been specifically developed for dental offices operating in Texas. As a living document, it provides current guidance on all federal and state regulatory requirements affecting dental practices.

This manual is designed to be your single source for all compliance requirements, updated regularly to reflect changing regulations and best practices.

## Key Compliance Areas Covered

- Health Insurance Portability and Accountability Act (HIPAA)
- Occupational Safety and Health Administration (OSHA) Standards
- Texas House Bill 300 and Medical Records Privacy Act
- CDC Infection Control Guidelines
- Texas State Board of Dental Examiners Regulations
- Drug Enforcement Administration (DEA) Requirements
- Americans with Disabilities Act (ADA) Compliance
- Radiation Safety and X-ray Equipment Standards
- Medical Waste Management Protocols
- Emergency Preparedness Planning
- Continuing Education Requirements

# Regulatory Framework

Understanding the regulatory landscape is essential for maintaining compliance. This manual addresses requirements from multiple governing bodies:

Regulation	Authority	Primary Focus
HIPAA	HHS Office for Civil Rights	Patient Privacy & Data Security
OSHA	Department of Labor	Workplace Safety
Texas HB 300	Texas Legislature	Enhanced Privacy Rights
CDC Guidelines	Centers for Disease Control	Infection Prevention

# Texas-Specific Requirements

## ■ ■ CRITICAL TEXAS COMPLIANCE ALERT

Texas law extends beyond federal HIPAA with enhanced requirements and penalties up to \$1.5 million per violation. Understanding these distinctions is essential for compliance.

## Key Texas Requirements

- **90-Day Training Rule**

New employees must complete HIPAA training within 90 days (stricter than federal standards)

- **Expanded Coverage**

Applies to any entity handling health information, not just HIPAA covered entities

- **Enhanced Patient Rights**

Electronic access to records and audit trails of all disclosures

- **Marketing Restrictions**

Explicit opt-in consent required for most marketing uses of PHI

- **State Reporting**

Breaches must be reported to Texas Attorney General

- **Board Compliance**

Texas State Board of Dental Examiners specific requirements apply

Penalty Comparison

Violation Level	Federal Maximum	Texas Maximum
Unintentional	\$50,000	\$5,000
Reasonable Cause	\$100,000	\$25,000
Willful Neglect	\$250,000	\$250,000
Not Corrected	\$1.5 million	\$1.5 million



## 2. HIPAA Compliance

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The Health Insurance Portability and Accountability Act establishes the foundation for patient privacy and data security in healthcare. Understanding and implementing HIPAA requirements is essential for every dental practice.

### Privacy Rule Requirements

The Privacy Rule governs how Protected Health Information (PHI) can be used and disclosed. It applies to all forms of PHI whether electronic, written, or oral.

#### Essential Privacy Requirements

- Designate a Privacy Officer
- Develop and implement privacy policies
- Provide Notice of Privacy Practices to patients
- Obtain written acknowledgments
- Implement minimum necessary standards
- Establish patient access procedures
- Maintain disclosure accounting
- Train all staff members
- Implement appropriate safeguards
- Handle patient complaints properly

## Patient Rights Under HIPAA

### Access

Request copies of records

*30 days*

### Amendment

Request corrections

*60 days*

### Accounting

Receive disclosure list

*60 days*

### Restriction

Limit uses/disclosures

*Consider*

### Communication

Alternative methods

*Accommodate*

### Notice

Privacy Practices

*First visit*

# Security Rule Requirements

## ■ 2025 Critical Update: Mandatory Encryption

All electronic PHI must now be encrypted both in transit and at rest. This is no longer optional or addressable - it is mandatory.

The Security Rule requires three types of safeguards to protect electronic PHI:

Administrative 54%	Physical 33%	Technical 13%
<ul style="list-style-type: none"><li>• Security Officer designation</li><li>• Risk assessments</li><li>• Workforce training</li></ul>	<ul style="list-style-type: none"><li>• Facility access controls</li><li>• Workstation security</li><li>• Device controls</li></ul>	<ul style="list-style-type: none"><li>• Access controls</li><li>• Audit logs</li><li>• Encryption (mandatory)</li></ul>

## 3. OSHA Compliance

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OSHA standards protect dental team members from workplace hazards. Compliance is mandatory and violations can result in significant penalties.

### Bloodborne Pathogens Standard

The most critical OSHA requirement for dental offices, requiring comprehensive protection from exposure to blood and other potentially infectious materials.

#### Required Program Elements

■	<b>Written Exposure Control Plan</b>	Updated annually
■	<b>Hepatitis B Vaccination</b>	Offered free to employees
■	<b>Personal Protective Equipment</b>	Provided and maintained
■	<b>Annual Training</b>	Initial and yearly updates
■	<b>Recordkeeping</b>	Medical and training records
■	<b>Sharps Safety</b>	Engineering controls required

### Personal Protective Equipment

Appropriate PPE must be provided based on anticipated exposure:

Procedure	Required PPE
Routine procedures	Gloves, masks, eyewear, protective clothing
Aerosol-generating	N95 respirator, face shield, gown
Surgical procedures	Sterile gloves, surgical mask, sterile gown
Instrument processing	Heavy-duty gloves, eyewear, protective clothing

**SAMPLE ENDS HERE**

This sample represents the first 10 pages of a comprehensive compliance manual customized for your dental office.

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## **The Complete Manual Includes:**

- ✓ Complete HIPAA Privacy, Security, and Breach Notification guidance
- ✓ Full OSHA compliance program with all required standards
- ✓ CDC infection control procedures and checklists
- ✓ Texas-specific requirements and regulations
- ✓ DEA controlled substance protocols
- ✓ Emergency preparedness plans
- ✓ All required forms and templates (customized)
- ✓ Training programs and documentation
- ✓ Annual updates to maintain current compliance
- ✓ Quick reference guides for daily use

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## Contact Compliance Ghost

For your complete custom compliance manual:

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