

Comprehensive

Compliance Manual

for Dental Offices

TEXAS EDITION

2025 Edition

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

Prepared and Maintained by
Compliance Ghost
Professional Compliance Documentation Services

SAMPLE MANUAL

Customization required for your specific practice

Table of Contents

1. Introduction and Overview	3
About This Manual	3
Regulatory Framework	3
Texas-Specific Requirements	4
2. HIPAA Compliance	5
Privacy Rule Requirements	5
Security Rule Requirements	6
Breach Notification	7
3. OSHA Compliance	8
Bloodborne Pathogens Standard	8
Hazard Communication	9
Personal Protective Equipment	9
4. Infection Control Requirements	10

5. Texas State Board Requirements	11
6. Record Keeping and Documentation	12
7. Emergency Preparedness	13
8. Training Requirements	14
9. Business Associate Management	15
10. Compliance Auditing	16
Appendix A: Required Forms	17
Appendix B: Quick Reference Guides	18

1. Introduction and Overview

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

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 <i>30 days</i>	Amendment Request corrections <i>60 days</i>	Accounting Receive disclosure list <i>60 days</i>
Restriction Limit uses/disclosures <i>Consider</i>	Communication Alternative methods <i>Accommodate</i>	Notice Privacy Practices <i>First visit</i>

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

3. OSHA Compliance

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

■	Written Exposure Control Plan	Updated annually
■	Hepatitis B Vaccination	Offered free to employees
■	Personal Protective Equipment	Provided and maintained
■	Annual Training	Initial and yearly updates
■	Recordkeeping	Medical and training records
■	Sharps Safety	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.

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

Contact Compliance Ghost

For your complete custom compliance manual:

Email: info@complianceghost.com

Web: www.complianceghost.com

© 2025 Compliance Ghost
Professional Compliance Documentation Services