

<b>FINANCIAL RECORDS: FIRST AND FOREMOST</b>	<b>Done</b>
I received all the financial documents I requested.	
<b>INSURANCE COMPOSITION OF THE DENTAL PRACTICE</b>	
I received a complete list of all insurance plans the practice accepts	
I received a fee schedule for the insurance plans the practice accepts	
<b>ADVERTISING</b>	
I received a copy of all the advertising the selling office utilizes	
I know the exact cost of all advertising and the related contracts	
<b>NEW PATIENTS</b>	
I know the new patient numbers for the last two years	
I know where the new patients are coming from	
<b>PATIENT RECORDS</b>	
I examined a representative number of patient charts, and I chose those charts myself	
I examined the x-rays of those charts compared those with the treatment plan and the progress notes	
I examined the treatment plans to be certain I could provide that type of dentistry	
I examined the financial arrangements on the patients whose charts I selected	
I looked at cities/areas the patients were coming from	
<b>PATIENT SCHEDULE</b>	
I have carefully examined the patient schedule, both for past and future appointments	
I noticed whether a scheduling system is used, or names are just "thrown" on the page	
I noticed how long hygiene is booked in advance	
<b>PATIENTS AND PATIENT COMMUNICATION</b>	
I looked at the practice's website, if any	
I examined any patient newsletters, or other forms of communication sent to patients	
<b>FEES/FINANCIAL ARRANGEMENTS</b>	
I have received a copy of all the dental practice's fee schedules	
I know when the selling dentist last increased his/her fees	
I have examined the financial arrangement documents and procedures	
<b>EQUIPMENT</b>	
I have an inventory of what exactly is being sold, and what is excluded	
I know the age of all the dental and office equipment	
I know what the dental computer software is, its age and whether it has been updated	
<b>STAFF</b>	
I have received information regarding each staff member's pay, benefits, hours, licenses, length of time with the practice, probability of staying with the practice	
I have examined the practice's personnel manual	
<b>ACCOUNTS RECEIVABLE</b>	
I received a comprehensive accounts receivable report, showing aged money owed	
I asked whether co-pays and deductibles are routinely collected	

<b>SELLER ISSUES</b>	
I asked whether the seller is a member of any particular group, religion, organization or other entity that accounts for 10% or more of his/her patients	
I asked the selling dentists what his/her future plans are and asked whether he/she was willing to warrant and guarantee all the information he has provided me in the final sales contract, knowing that information is forming	
I asked the seller whether a management consultant has been utilized	
<b>BUYER ISSUES</b>	
I understand that I should hire appropriate professionals to advise me, but that I cannot rely solely on them and have to use common sense	
I understand that I must use my own common sense and good judgment	
I must pay attention to any 'red flags' or bad feelings in the pit of my stomach, all the way up to the close date!	
I must thoroughly read, understand and agree to everything before I sign it	
I understand that I should buy a practice that is very close to what I ideally want	