

Emergency Action Plan for Your Dental Practice (In Case of Your Sudden Passing)

1. Appoint Key Decision Makers

Identify and document:

- **Primary Practice Executor** (spouse, trusted partner, or designated agent).
- **Backup Executor.**
- **Attorney & CPA Contacts** (you already work extensively with Fluence and legal advisors—this should be spelled out explicitly).

These individuals would be responsible for immediate operational and legal authority.

2. Legal & Ownership Continuity

Your existing resources show you understand the importance of agreements and valuations—therefore:

What to Prepare Now

- **Up-to-date valuation** of the practice
- **Clear instructions regarding sale vs. wind-down:**
 - Do you prefer associates to buy?
 - Should the practice be listed for sale immediately?
 - Is there a designated broker (e.g., Green Sail, etc.)?
- **Employment & associate agreements** stored in a central, accessible location.
- **Professional will:** A legal document that empowers another dentist to step in temporarily to treat or reassign patients until a sale occurs.

3. Clinical Continuity & Patient Care

Immediate Needs

- A licensed dentist must be available within 24–72 hours to:
 - Review ongoing cases
 - Handle patient emergencies
 - Sign off on prescriptions and lab cases

You can prepare this by establishing:

- **A reciprocal coverage agreement** with a trusted dentist.
- **Contact instructions** for referring urgent cases if no interim provider is available.

4. Administrative & Operational Continuity

Document all critical operations, including:

- Practice management software credentials
- Vendor list & contracts
- Payroll system & schedule
- Insurance participation (PPO lists, fee schedules)
- Billing workflows & AR procedures

Prepare a **“Practice Operations Binder”** (physical + digital), including:

- Banking & payment processor access
- Lease and equipment agreements
- HIPAA officer and OSHA compliance documentation
- Insurance policies (malpractice, business liability, life insurance cross-referenced)

5. Financial & Accounting Protocol

Considering your strong background in financial oversight:

- Prepare instructions for your CPA firm (e.g., Fluence) to:
 - Maintain payroll
 - Reconcile accounts
 - Prepare statements needed for a sale
- Maintain:
 - A current P&L
 - AR and AP aging reports
 - Outstanding loans or liens documentation
 - Tax obligations and required filings

6. Communication Protocols

Internal: Staff

Prepare draft messages for:

- Announcing your passing
- Introducing temporary dentist or executor
- Reassuring that payroll and operations continue

External: Patients

Have templates for:

- Notification of transition
- Pending treatment plan communication
- Emergency care instructions

Vendors & Lenders

Draft notices for:

- Banks & financing companies
- Supply vendors
- Labs

7. Practice Sale or Transition Roadmap

Build a simplified roadmap your executor can follow:

1. Contact dental-specific broker
2. Provide valuation + financials
3. Assemble due diligence materials
4. Notify staff confidentially
5. Navigate associate buy-out if applicable

8. Secure All Necessary Documents in One Place

Prepare a secure but accessible folder (physical AND digital) with:

- Will & trust documents

- Professional will
- Insurance policies
- Bank & payroll access
- Software logins
- Copies of employment agreements
- Instructions for accessing key documents in your cloud or server

This should be shared with:

- Your spouse/family
- Your attorney
- Your CPA
- Your designated executor

9. Optional: Pre-Arrange a “Continuity Insurance” Package

This may include:

- Life insurance sized to cover practice wind-down or support a sale
- Business interruption or key-person insurance
- Malpractice tail coverage automatically triggered upon death

10. Annual Review

Revisit and update the plan at least once a year:

- After major practice changes
- After adding/removing associates
- After buying/selling equipment
- After personal life changes