Texas Dental Office New Hire Paperwork Checklist

One sheet per new hire. Work top to bottom: the deadlines get tighter in the first days. Cross out anything that does not apply to the role and add what your practice requires.

NEW EMPLOYEE | **START DATE**

ROLE | **OFFICE LOCATION** | **CHECKLIST OWNER**

DONE	TASK	OWNER	DUE
BEFORE DAY 1			
☐	Signed offer letter back from the candidate		
☐	Background check consent and result, if you use one		
☐	RDA checked with the TSBDE, if the job includes x-rays or nitrous		
☐	Hygienist or dentist license checked with the TSBDE, if the role needs one		
☐	Copy of a current CPR or BLS card		
☐	Logins requested: their own username for email and practice software		
DAY 1			
☐	Form I-9 Section 1 completed by the employee (no later than day 1)		
☐	Federal Form W-4 (Texas has no state income tax form)		
☐	Workers' comp notice given: Notice 6 if covered, Notice 5 if not (keep a copy)		
☐	Direct deposit and emergency contact forms		
☐	Handbook acknowledgment and HIPAA confidentiality agreement signed		
WITHIN 3 BUSINESS DAYS			
☐	Form I-9 Section 2 completed: you examine the original documents		
☐	E-Verify case opened, if your practice uses E-Verify		
BEFORE CHAIRSIDE WORK, AND WITHIN 10 WORKING DAYS			
☐	OSHA bloodborne pathogens training, before tasks with exposure		
☐	Hepatitis B vaccine offered at no cost, or declination form signed		
☐	Hazard communication training for the chemicals in your office		
☐	Your office's x-ray and radiation safety procedures reviewed		
WITHIN 20 CALENDAR DAYS			
☐	New hire reported to the Texas Office of the Attorney General		
FIRST 90 DAYS			
☐	HIPAA training completed and logged		
☐	30, 60 and 90-day check-ins held; introductory period reviewed		

General template, not legal advice. Adapt it to your policies and confirm requirements for your location with a qualified adviser.

TEXAS DENTAL OFFICE NEW HIRE PAPERWORK CHECKLIST (CONTINUED)

Also check that the required federal and Texas workplace posters are up, including the workers' compensation notice and the Texas Payday Law notice. Deadlines here reflect federal rules and Texas agency guidance as of November 2026; confirm current requirements before you rely on them.

NOTES AND OPEN ITEMS

CHECKLIST COMPLETED BY: PRINTED NAME	SIGNATURE	DATE

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