



Key Practice Management and Accounting Updates

UPCOMING EVENTS

August 9, 2018 –
A-DEC Presentation for
Young Dentists, Newberg,
OR

September 19, 2018 –
The Harbor
(KOIS webinar) – online

October 26, 2018 –
Mid-Career to Life After
Dentistry, including New Tax
and Planning – Bellevue
Club

November 9, 2018 –
UW Endodontics Graduate
Students Presentation –
Seattle

November 1, 2018 –
Unclaimed Property
Reporting deadline – for
more information visit
[http://ucp.dor.wa.gov/holder
content.aspx](http://ucp.dor.wa.gov/holdercontent.aspx)

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PAID FAMILY AND MEDICAL LEAVE

Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits to workers. This program, funded by premiums paid by both employees and many employers, will be administered by the Employment Security Department. This insurance program will allow workers to take up to 12 weeks paid leave, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative and for certain military connected events.

Premium assessment for this new State administered program begins January 1, 2020. Premiums for 2019 are 0.4% of gross pay up to the Social Security cap amount (\$128,400 in 2018).

Employers with fewer than 50 employees are not required to remit the employer portion of the premium (55% of the 67% contributed for medical leave) but must still collect and remit all portions of the employee premium contribution. Remittance is on a quarterly basis.

Details regarding the program can be found on the Employment Security Department website at <https://esd.wa.gov/paid-family-medical-leave/premiums>.

BAN THE BOX

On June 7, 2018, Washington became the most recent state to implement “ban the box” legislation restricting employers from inquiring about a job applicant’s criminal background during the **initial stages** of the application process. The Washington Fair Chance Act prohibits inquiries regarding applicants’ conviction histories until the employer has determined the applicant is “otherwise qualified” for the position. Once the employer has initially determined that the applicant is otherwise qualified, the employer may make further inquiry.

If you have a standard job application form in use make sure to review it and eliminate any questions about criminal history! And never inquire during the initial interview and application process. More questions about HR? We recommend talking to an HR professional and are happy to provide some referrals to you.

EQUAL PAY

Also, effective June 7 2018, Washington employees are legally required to receive equal pay and career advancement opportunities, regardless of gender. The changes are a result of the Equal Pay Opportunity Act.

As an employer you should carefully review your practices related to the above. Consider eliminating questions related to compensation history from interviewing and employment applications.

HIPAA-PCI COMPLIANCE

Many practices struggle to understand HIPAA's compliance requirements and where to begin. With more patients requesting their dentists communicate with them by email or text, dentists who want to do so must employ an email or text messaging system that encrypts messages or requires patient login, such as a patient portal. Email confidentiality notices and disclaimers in a communication do not make an unencrypted email HIPAA compliant. And any time you send PHI via unsecured systems, including your home email, cell phone or mobile device so that you may work or answer questions from outside the office the communication is vulnerable!

DG Advisors wants to help protect your practice from a future attack and make sure you are compliant. The first step is completing a HIPAA Risk Assessment. We have partnered with PCIHIPAA to offer you a complimentary HIPAA risk assessment and review (a \$599 value). Please contact us for more information about this program.

For an overview of compliance issues (and the possible consequences of not putting practices in place) visit the Dental Group website resources area and read "10 Steps to Practical HIPAA Compliance". HIPAA rules are lengthy and complex and we recommend you consult a professional to make sure you have not overlooked anything.

MERCHANT FEES

There has been a rash of mergers and acquisitions within the merchant services businesses (Moneris & Henry Schein, TransFirst & dozens of small practice management software companies), which have directly affected thousands of dental practices. Over 6 billion dollars' worth of consolidation across the payments industry has led to most larger processors increasing rates at a much higher rate than normal over the last 6 months. So even if your current processor was not acquired, its likely they have acquired someone else. We have seen increases ranging from .30% to 1.2%. We encourage you to regularly analyze your merchant fees, confirm the processor is HIPAA and PCI Compliant and consider switching to a company that will guarantee their price. MiCamp offers a lifetime guaranteed price rate for Dental Group and ADCPA members. Need help or a referral? Just give us a call.

RECONCILING DEPOSITS TO EOBS

Many of our clients are struggling to get timely information from insurance companies to post receipts to patient accounts. This is delaying the entry to QuickBooks and the bank reconciliation process. A solution that might work in some offices is to utilize the bank feed into QuickBooks Online or downloaded to QuickBooks Desktop and complete the bank reconciliation. Then, separately reconcile all deposits to your practice management software to be sure that all patient receipts are accurately posted. Need more information? Give us a call.