



# DENTIST PANIC CHECKLIST



This Checklist is designed to put your mind at ease, and to give you concrete steps to follow, should you suspect or have confirmed there is embezzlement in your dental practice. The 3 Goals of this List:

1. **Stop the Embezzlement** ASAP and minimize any further losses
2. **Preserve your evidence:** this will make a huge difference if/when you have your day in court
3. Ensure the **best possible financial recovery** of your stolen income.

## DOs

- Act normally and keep your suspicions to yourself. Remember that stealth is paramount and that nothing should be done to alert staff that you have concerns.**  
A thief who thinks they are about to get caught may do something desperate to try to avoid consequences. This could include the destruction of records, and in rare cases, violent acts.
- Ensure that you have a cloud or offsite backup of practice management software.**  
If you do not know how to do this, contact Prosperident or the practice management software manufacturer for guidance. Do not involve staff.
- Get help from dental embezzlement experts.**  
Investigating dental embezzlement requires knowledge of embezzlement methodologies, practice management software, and the way dentists interact with insurance companies. Prosperident is the largest company in North America specializing in dental crime.
- Resist the urge to conduct your own research in your practice management software (PMS).**  
When you search through PMS, this activity is captured in the software's audit trail. Leave this search for a forensic investigator who is well-versed in your PMS and can conduct a stealthy and thorough investigation.

## DON'Ts

- Do not contact the police yet.**  
Police do not have the resources or expertise to be forensic investigators. They need someone with specific expertise to build a solid base of evidence. Once the primary investigation is complete, the police will ensure that the law is applied
- Do not contact any affected dental insurance companies yet.**  
This contact is premature until a preliminary investigation is done and may prompt an unwelcome audit by the insurance company.
- Do not terminate an employee, even if you are "pretty sure".**  
Many employees find a good basis to dispute their termination. It's fine to suspend a suspected employee, but don't fire them until you have consulted with experts.
- Do not make any changes to banking arrangements, computer software (such as an upgrade to the latest software version) etc.**  
These actions will arouse the suspicions of the thief and may complicate investigative efforts.



Your first step is to call a dental embezzlement expert. That's where Prosperident can help.

**1-888-398-2327**

It is a horrible feeling when you believe that embezzlement is happening in your dental practice. And because a self-guided investigation is something that you don't do every day, this task can take huge amounts of time and mental energy.

**Our Experienced Team is ready to help:** Practice owners can achieve immediate relief by offloading this problem to Prosperident. Our experienced team will lift this burden from your shoulders and provide an unmatched level of expertise.

**We will walk with you through the next critical steps** to confirm what is happening, ensure that legal employee termination, maximum recovery of stolen funds, and proper entry into the justice system take place. As part of our investigation, we help you understand the details of what happened and how the embezzlement occurred.

**We will make verbal and written recommendations** for you to put in place to minimize any further damage and lessen the likelihood of being victimized again in the future.

To learn more about how we help when embezzlement is suspected:

<https://www.prosperident.com/forensic-investigation-for-dentists/>

