



Complete Office Supply List

Check list for starting concierge practice:

Waiting Room

- ☐ Furniture
- ☐ Trash Can
- ☐ Music
- ☐ Coffee Machine
- ☐ Coffee Cups
- ☐ ipads
- ☐ Art Work
- ☐ Blinds
- ☐ Sink
- ☐ Trash Bags
- ☐ Magazines
- ☐ Kleenex
- ☐ Paper Towels
- ☐ Coffee Cup Sleeves
- ☐ Sweet & Low
- ☐ Creamer
- ☐ Sugar
- ☐ Straws
- ☐ Coffee Table

Doctors Rooms

- ☐ Exam Table
- ☐ Tissue Paper Rolls
- ☐ Speculums
- ☐ Chucks
- ☐ Furniture
- ☐ Cotton Balls
- ☐ Alcohol Pads
- ☐ Tongue Depressors
- ☐ Ear Cannulas
- ☐ KY Lube
- ☐ Kleenex
- ☐ Paper Towels
- ☐ Sink
- ☐ Clean Wipes
- ☐ Band-aids
- ☐ Otoscope
- ☐ Ophthalmoscope
- ☐ Emesis Basins
- ☐ Trash
- ☐ Biohazard Trash
- ☐ Soap dispenser
- ☐ Coat Rack
- ☐ Art Work
- ☐ Iodine Pads
- ☐ Sharps Container
- ☐ EKG Pads
- ☐ Gowns
- ☐ Stethoscopes
- ☐ Baby Blankets
- ☐ Baby Scale
- ☐ Head Circumference
- ☐ Eye Chart
- ☐ Scale
- ☐ Height
- ☐ Vitals Machine
- ☐ Morgan Lens Kit

Pharmacy

- ☐ Pill Counter
- ☐ RX Bottles
- ☐ Dymo Printer
- ☐ 4x2 Dymo Labels
- ☐ RX Cabinet
- ☐ Poly Mailer Bags
- ☐ Drug Store RX Bags
- ☐ Practrx.com Account
- ☐ RX Basins

Office

- ☐ Xerox Machine
- ☐ Dymo 4x6 (2)
- ☐ Mail Scale
- ☐ Trashcan
- ☐ Phones
- ☐ Interet
- ☐ Free WIFI
- ☐ Secure WIFI
- ☐ Money Box
- ☐ Secure RX Paper
- ☐ Paper
- ☐ Stationary: Letterhead
- ☐ Stationary: Envelopes

Break Room

- ☐ OSHA Signs
- ☐ Refrigerator
- ☐ Table
- ☐ Chairs
- ☐ Cups
- ☐ Plates
- ☐ Silverware
- ☐ Wire Shelves

Lab

- | | |
|--------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Urinalysis Machine | <input type="checkbox"/> Microscope |
| <input type="checkbox"/> Urine Dip Sticks | <input type="checkbox"/> Glass Slides |
| <input type="checkbox"/> Autoclave | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Autoclave Bags | <input type="checkbox"/> Refrigerator Thermometer |
| <input type="checkbox"/> Bacterial Test Kit | <input type="checkbox"/> Punch Biopsies |
| <input type="checkbox"/> CLIA-Waived Tests | <input type="checkbox"/> Lidocaine |
| <input type="checkbox"/> 1cc Syringe | <input type="checkbox"/> Lidocaine With EPI |
| <input type="checkbox"/> 3cc Syringe | <input type="checkbox"/> IV Fluid |
| <input type="checkbox"/> 10cc Syringe | <input type="checkbox"/> IV Supplies |
| <input type="checkbox"/> 18g Needle 1" | <input type="checkbox"/> Urine Containers |
| <input type="checkbox"/> 18g Needle 1.5" | <input type="checkbox"/> Emesis Basins |
| <input type="checkbox"/> 22g Needle 1.5" | <input type="checkbox"/> Spill Powder |
| <input type="checkbox"/> 25g Needle 1.5" | <input type="checkbox"/> OSHA Labels |
| <input type="checkbox"/> 31g Needle 1" | <input type="checkbox"/> MSDS Sheets |
| <input type="checkbox"/> 4x4 Gauze | <input type="checkbox"/> Woods Lamp |
| <input type="checkbox"/> Alcohol Pads | <input type="checkbox"/> Scapels |
| <input type="checkbox"/> Iodine Pads | <input type="checkbox"/> Cleaning Supplies |
| <input type="checkbox"/> Trash | <input type="checkbox"/> Surgical Tools |
| <input type="checkbox"/> Biohazard Trash | |
| <input type="checkbox"/> Sharps Container | |
| <input type="checkbox"/> Suture | |
| <input type="checkbox"/> Ear Wash Kit | |
| <input type="checkbox"/> Eye Wash Attachment For Facuet | |
| <input type="checkbox"/> Protest Biological Test - Autoclave | |
| <input type="checkbox"/> Electrocautery | |

DME

- ☐ Crutches
- ☐ Post-op Shoes
- ☐ Cam Walkers
- ☐ Cock Up Wrist Splints
- ☐ Rib Belt
- ☐ Knee Immobilizer
- ☐ Shoulder Slings
- ☐ Ace Wraps
- ☐ Kurlex
- ☐ Speculums
- ☐ Speculum Lights
- ☐ Biohazard Bags
- ☐ Trash Bags

Compliance

- ☐ OSHA
- ☐ HIPAA
- ☐ Fire Plan
- ☐ Fire Extinguishers
- ☐ Crash Cart
- ☐ Defibrillator
- ☐ Wheelchair
- ☐ Policies & Procedures
- ☐ Laundry Service
- ☐ Biohazard Service

Business

- ☐ Accountant
- ☐ Payroll
- ☐ HR
- ☐ Vacation Days
- ☐ Holidays
- ☐ Rent
- ☐ Utilities
- ☐ Quaterly Taxes

Procedures

- ☐ EKG
- ☐ Spirometry
- ☐ Urinalysis
- ☐ CLIA-Waived Tests
- ☐ Cautery
- ☐ Ultrasound
- ☐ Ultrasound Gel

Shopping List:

Items/Where To Buy

- ☐ **Dymo, 4x6, 4x6, 4x2**
Amazon
- ☐ **Pill Counter**
<http://www.rxcount.com/>
- ☐ **Money Box**
http://www.amazon.com/dp/B000MPO6OO/ref=cm_sw_su_dp
- ☐ **Thermometers**
<http://www.lascarelectronics.com/>
- ☐ **RX Security Paper**
<http://www.rxpaper.com/>
- ☐ **Pill Counting Tray**
Amazon
- ☐ **Kleen Eyes Wash**
http://www.amazon.com/gp/product/B00864UEZI/ref=oh_details_o00_s00_i00?ie=UTF8&psc=1
- ☐ **Cautery**
- ☐ **Otoscope**
<http://intl.welchallyn.com/apps/products/product.jsp?id=11-ac-100-0000000001150>
- ☐ **Ophthalmoscope**
<http://intl.welchallyn.com/apps/products/product.jsp?id=11-ac-100-0000000001150>
- ☐ **Stethoscope**
- ☐ **Exam Bed**
midmark.com
- ☐ **Wire Shelves**
http://www.uline.com/BL_3878/Chrome-Wire-Shelving

Items/Where To Buy

- ☐ **Rx bottle label printer – Dymo Thermal label printer**
https://www.amazon.com/DYMO-Writer-printer-Labels-1752266/dp/B0027J9KH6/ref=s-r_1_2?ie=UTF8&qid=1379888841&sr=8-2&keywords=dymo+turbo+45
- ☐ **Rx bottle labels, 4x2**
http://www.amazon.com/gp/product/B001AVMFR4/ref=oh_details_o02_s00_i00?ie=UTF8&psc=1
- ☐ **Lab vial labels, 1x2**
http://smile.amazon.com/gp/product/B008SXC89C/ref=oh_aui_detailpage_o08_s00?ie=UTF8&psc=1
- ☐ **Shipping Label – Dymo 4x6**
http://www.amazon.com/DYMO-LabelWriter-4XL-Label-Printer/dp/B002M1LGJ4/ref=s-r_1_1?ie=UTF8&qid=1379889002&sr=8-1&keywords=4x6+dymo
- ☐ **Shipping labels for dymo, 4x6**
http://www.amazon.com/gp/product/B008SY6JKU/ref=oh_details_o01_s01_i00?ie=UTF8&psc=1
- ☐ **Shipping bags**
http://www.amazon.com/1000-WHITE-POLY-MAILERS-ENVELOPES/dp/B000HG8TRS/ref=s-r_1_3?s=office-products&ie=UTF8&qid=1379889158&sr=1-3&keywords=6x9+poly+mailers
- ☐ **853339 vials prefer 13 dram, five-star supplies**
<http://www.andameds.com/catalog.htm?redirect=true&853339>
- ☐ **853340 vials prefer 16 dram, five-star supplies**
<http://www.andameds.com/catalog.htm?redirect=true&853340>
- ☐ **853341 vials prefer 20 dram, five-star supplies**
<http://www.andameds.com/catalog.htm?redirect=true&853341>
- ☐ **853342 vials prefer 30 dram, five-star supplies**
<http://www.andameds.com/catalog.htm?redirect=true&853342>
- ☐ **853343 vials prefer 40 dram, five-star supplies**
<http://www.andameds.com/catalog.htm?redirect=true&853343>
- ☐ **853344 vials prefer 50 dram, five-star supplies**
<http://www.andameds.com/catalog.htm?redirect=true&853344>

Clinical Forms:

Membership Forms

- ☐ Agreement
- ☐ CMS Waiver
- ☐ HIPAA Waiver
- ☐ Release of Records
- ☐ CC billing Auth
- ☐ PT HX Form

Marketing

- ☐ Flyers
- ☐ Price List
- ☐ Business Cards
- ☐ Letterhead
- ☐ Envelopes

Website

- ☐ Online Enrollment
- ☐ FAQ
- ☐ Hours
- ☐ Price
- ☐ Doctor Bio
- ☐ Directions
- ☐ Mobile Friendly

Clinical

- ☐ PDQ-9
- ☐ ADHD Screen
- ☐ Epworth Sleepiness Scale