



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
- Andameds.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

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

### 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](http://www.amazon.com/dp/B000MPO6OO/ref=cm_sw_su_dp)

 Thermometers

<http://www.lascarelectronics.com/>

 RX Security Paper

<http://www.rpaper.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](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](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=sr\\_1\\_2?ie=UTF8&qid=1379888841&sr=8-2&keywords=dymo+turbo+45](https://www.amazon.com/DYMO-Writer-printer-Labels-1752266/dp/B0027J9KH6/ref=sr_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](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](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=sr\\_1\\_1?ie=UTF8&qid=1379889002&sr=8-1&keywords=4x6+dymo](http://www.amazon.com/DYMO-LabelWriter-4XL-Label-Printer/dp/B002M1LGJ4/ref=sr_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](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=sr\\_1\\_3?s=office-products&ie=UTF8&qid=1379889158&sr=1-3&keywords=6x9+poly+mailers](http://www.amazon.com/1000-WHITE-POLY-MAILERS-ENVELOPES/dp/B000HG8TRS/ref=sr_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