

# MEDICAL OFFICE PURCHASING GUIDE CHECK LIST

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| WAITING ROOM FURNITURE                       |  | CONSULTATION ROOM FURNITURE                   |  | EXAMINING and TREATMENT ROOM EQUIPMENT (con't) |  |
|--|--|---|--|--|--|
| Waste Baskets/Containers                     |  | Bookcase                                      |  | Magnifier Lamps                                |  |
| Coat and Hat Racks                           |  | Chairs with or without arms                   |  | Mayo Instrument Stand                          |  |
| Lamps  |  | Clock   |  | Narcotic Storage Cabinet                       |  |
| Magazine Racks                               |  | Credenza                                      |  | Pediatric Scales,                              |  |
| Multiple Seating Groups                      |  | Desk/Accessories                              |  | Digital/Balance Beam                           |  |
| Occasional Tables                            |  | Executive Chair                               |  | Pediatric Table                                |  |
| Plant Containers/Stands                      |  | Floor and Desk Lamps                          |  | Podiatry Chair-Table                           |  |
| Side Chairs                                  |  | Hat and Coat Rack                             |  | Proctologic Table                              |  |
| Wall Decoration                              |  | Occasional Tables                             |  | Scales, Digital/Balance Beam                   |  |
| T.V.   |  |   |  | Side Chair                                     |  |
| Water Dispenser                              |  |   |  | Specialty Tables                               |  |
| Children's Toys                              |  | <b>EXAMINING and TREATMENT ROOM EQUIPMENT</b> |  | Suction Catheters/Tubing                       |  |
| Additional Phone                             |  | Aspirator                                     |  | Treatment Cabinet                              |  |
|  |  | Adjustable Revolving Stools                   |  | Tubal Insufflator                              |  |
|  |  | Airways, Oral                                 |  | Utility Cart                                   |  |
|  |  | Cabinetry, Modular                            |  | Wall Chart Holder                              |  |
| <b>RECEPTION and BUSINESS AREA FURNITURE</b> |  | Cardiology Equipment                          |  | Wall Desk                                      |  |
| Appointment Book                             |  | Chair Scale                                   |  | Waste Baskets/Receptacles                      |  |
| Calculator                                   |  | Cryosurgical Unit                             |  |  |  |
| Clock  |  | Cubicle Curtains and Tracks                   |  |  |  |
| Computer                                     |  | Electrosurgical Unit and Stand                |  |  |  |
| Copy Machine                                 |  | <b>EMERGENCY FIRST AID</b>                    |  |  |  |
| Desk Accessories                             |  | Air Splints                                   |  |  |  |
| Filing Cabinets/Systems                      |  | Ammonia Inhalants                             |  |  |  |
| Office Accessories                           |  | Bite Stick                                    |  | <b>SURGERY</b>                                 |  |
| Paging System                                |  | Burn Care Products                            |  | Back Table                                     |  |
| Receptionist Desk with "L"                   |  | First Aid Kits                                |  | Caps, O.R.                                     |  |
| Secretarial Chair                            |  | First Aid Shears                              |  | Crash Cart                                     |  |
| Side Chair                                   |  | Hot/Cold Packs, Instant                       |  | Drapes, Surgical                               |  |
| Telephone System                             |  | Latex Tourniquet                              |  | Electrosurgical Unit                           |  |
| Typewriter                                   |  | Scoop Stretcher                               |  | Gloves, Surgeon's                              |  |
| Wardrobe Valet                               |  | Triangular Bandage                            |  | Gowns  |  |
| Waste Basket                                 |  | Wire Splints                                  |  | Headcovers                                     |  |
|  |  | <b>EMERGENCY RESUSCITATION</b>                |  | Instrument Stand                               |  |
|  |  | Airways                                       |  | I.V. Catheters and Sets                        |  |
|  |  | Manual Resuscitator                           |  | I.V. Stand                                     |  |
|  |  | Masks/Cannula                                 |  | Kick Bucket                                    |  |
|  |  | Portable Oxygen Unit                          |  | Lamps  |  |
|  |  | Examining Lamps                               |  | Masks  |  |
|  |  | Examining Tables, Power/Fixed Height          |  | O.R. Table                                     |  |
|  |  | Flat Top Tables                               |  | Oxygen Equipment                               |  |
|  |  | Foot Stools                                   |  | Packs, O.R.                                    |  |
|  |  | Headband/Headmirror                           |  | Shoecovers                                     |  |
|  |  | Headlight                                     |  | Stretchers                                     |  |
|  |  | Instrument Cabinet                            |  | Suction Catheters/Tubing                       |  |
|  |  | I.V. Stand                                    |  | Suction Pump                                   |  |
|  |  |   |  | Sutures and Wound Closures                     |  |

| <b>SURGERY (con't)</b>                      |  | <b>INSTRUMENTS</b>    |  | <b>STERILIZATION, DISINFECTANTS, and CLEANERS</b> |  |
|---|--|-----------------------|--|---|--|
| Trays, Special Procedure                    |  | Blades and handles    |  |   |  |
| Wheelchair                                  |  | Cervical Biopsy Punch |  |   |  |
| SCRUB and PREP                              |  | Cervical Tenaculum    |  | Autoclaves  |  |
| Fingernail Cleaners                         |  | Circumcision Clamp    |  | Autoclave Test Record                             |  |
| Povidone Iodine Solutions                   |  | Cutaneous Punch       |  | Air Deodorizers                                   |  |
| Povidone Iodine Swabsticks                  |  | Ear Curettes          |  | Dialdehyde Solution                               |  |
| PVP Iodophor Solution                       |  | Ear Spoon and Hook    |  | Disinfectant/Deodorant Spray                      |  |
| Razors, Disposable                          |  | Ear Syringe           |  | Foam Surface Cleaners                             |  |
| Scrub Brush                                 |  | Eye Needle and Spud   |  | Germicidal Solution                               |  |
| Scrub Soap/Dispenser                        |  | Fingernail Drill      |  | Heat Sealer                                       |  |
| Shave Prep Tray                             |  | Finger Ring Cutter    |  | Instrument Lubricant                              |  |
|   |  | <b>FORCEPS</b>        |  | Instrument Sterilization Containers               |  |
|   |  | Adson Tissue          |  | Sterilization Monitors,                           |  |
|   |  | Allis Tissue          |  | Strips/Tape/Sheets                                |  |
|   |  | Halstead Mosquito     |  | Sterilization Pouches/                            |  |
|   |  | Kelly Hemostatic      |  | Tubes/Wraps                                       |  |
|   |  | Splinter              |  | Sterilizer Forceps                                |  |
|   |  | Sponge Holding        |  | Sterilizing Record system                         |  |
| <b>DIAGNOSTIC EQUIPMENT and INSTRUMENTS</b> |  | Thumb Dressing        |  | Ultrasonic Cleaners                               |  |
|   |  | Towel                 |  | Ultrasonic Solutions                              |  |
| Aneroids                                    |  | Uterine Dressing      |  |   |  |
| Anoscopes, Disposable/F.O.                  |  | I.U.D. Extractor      |  |   |  |
| Audiometer                                  |  | Laryngeal Mirror      |  |   |  |
| Black Light Lamp                            |  | Laryngoscopes         |  | <b>SYRINGES and NEEDLES</b>                       |  |
| Color Blind Test Book                       |  | Nasal Speculum        |  | Allergist Packs                                   |  |
| Eye Test Charts, Illuminated/Card Type      |  | Needle Holders        |  | Destruction Devices                               |  |
|   |  | Pelvimeter            |  | Hypodermic Needles                                |  |
| Fetal Monitoring Equipment                  |  | Rectal Probe and Hook |  | Syring/Needle Combinations                        |  |
| Inflation Bags/Cuffs                        |  | Rectal Specula        |  | Syringes  |  |
| Neurological Hammer                         |  | Rectal Suction Tube   |  | Allergy   |  |
| Ophthalmoscopes                             |  | Retractors            |  | Control   |  |
| Otoscopes                                   |  | Scalpels, Disposable  |  | Insulin   |  |
| Pocketlight, Professional                   |  | <b>SCISSORS</b>       |  | Irrigation  |  |
| Pulmonary Function Apparatus                |  | Bandage               |  | Tuberculin  |  |
| Schiotz Tonometer and Sterilizer            |  | Iris                  |  | Utility   |  |
|   |  | Operating             |  | <b>DRESSINGS</b>                                  |  |
| Sigmoidoscopes, Disposable/Reusable         |  | Stitch                |  | Adhesive Closures                                 |  |
|   |  | Tuning Forks          |  | Adhesive Pads, Sterile                            |  |
| Sphygmomanometers                           |  | Uterine Sounds        |  | Adhesive Strips/Patches/Spots                     |  |
| Stethoscopes                                |  | Urethral Sounds       |  | Adhesive Tapes                                    |  |
| Stress Testing Equipment                    |  |                       |  | Adhesive Tape Remover,                            |  |
| Vaginal Specula, F.O., Disposable/Reusable  |  |                       |  | Pads/Spray  |  |
| Wartenberg Pinwheel                         |  |                       |  | Benzoin Spray                                     |  |
| <b>CARDIOLOGY</b>                           |  |                       |  | Burn Spray  |  |
| Defibrillator                               |  |                       |  | Butterfly Closures                                |  |
| ECG Cutter/Trimmer/Mounter                  |  |                       |  | Combine Dressings                                 |  |
| ECG Electrodes and Cables                   |  |                       |  | Conforming Bandages                               |  |
| ECG Mounts                                  |  |                       |  | Cotton or Rayon Balls                             |  |
| ECG Paper                                   |  |                       |  | Cotton Rolls                                      |  |
| Electrocardiograph                          |  |                       |  | Elastic Tape                                      |  |
| Electrode Conductor                         |  |                       |  | Eye Pads  |  |
| Electrode Pads                              |  |                       |  | First Aid Kit                                     |  |
|   |  |                       |  |   |  |
|   |  |                       |  |   |  |
|   |  |                       |  |   |  |

| <b>DRESSINGS (cont)</b>      |  | <b>SUNDRIES</b>                   |  | <b>PAPER and PLASTIC PRODUCTS (cont)</b>              |  |
|------------------------------|--|-----------------------------------|--|---|--|
| Gauze Bandages               |  | Alcohol/Dispenser                 |  | Laboratory Coat, Disposable                           |  |
| Gauze Dressings              |  | Atomizer                          |  | Liners for Waste Receivers                            |  |
| Gauze Packing Strips         |  | Bags, Doctors, Nurses, EMT        |  | Office Coat, Disposable                               |  |
| Gauze Sponges                |  | Batteries, General Use            |  | Patient Bib   |  |
| Incontinent cleanser         |  | Catheters                         |  | Sheets, Paper   |  |
| Lubricating Jelly            |  | Catheterization Trays             |  | Table Paper and Holder                                |  |
| Merthiolate Spray            |  | Cotton Tipped Applicators         |  | Toilet Tissue   |  |
| Non Adherent Dressings       |  | Diapers, Disposable               |  | Towels, Paper/Dispenser                               |  |
| Ointment Dressings           |  | Diaphragms                        |  |   |  |
| Petrolatum Gauze             |  | Dilators, Rectal/Vaginal          |  |   |  |
| Self Adherent Wrap           |  | Dressing Jars, SS or Glass        |  |   |  |
| Spray On Dressings           |  | Ear Basin                         |  |   |  |
| Topical Anesthetic Spray     |  | Emesis Basin                      |  |   |  |
| Topical Skin Freeze Spray    |  | Finger Cots                       |  |   |  |
| Transparent Dressing         |  | Fire Extinguishers                |  |   |  |
| Tubular Gauze                |  | Flashlights                       |  |   |  |
| Would Closure Strips         |  | Forceps Jar                       |  |   |  |
|                              |  | Fracture Bed pan                  |  |   |  |
|                              |  | Gloves, Disposable Examination    |  | <b>PHYSICAL THERAPY EQUIPMENT</b>                     |  |
|                              |  | Hand Lotion                       |  |   |  |
| <b>ORTHOPEDIC</b>            |  | Instrument Trays, SS with cover   |  | Diathermy Unit  |  |
| Ankle Supports               |  | Irrigation Tray/Syringes          |  | <b>EXERCISE</b>                                       |  |
| Ankle Wrap                   |  | I.U.D.'s                          |  | Bench   |  |
| Arm Slings                   |  | I.V. Administration Products      |  | Cycle   |  |
| CAST                         |  | Markers, Waterproof               |  | Mats  |  |
| Boots                        |  | Nebulizers                        |  | Parallel Bars   |  |
| Cutter/Vacuum                |  | Organizers and Bins               |  | Weight Belts  |  |
| Padding                      |  | Room Deodorizers                  |  | Weights, Disc   |  |
| Spreader                     |  | Sanitary Napkins                  |  | Flat Top Treatment Table                              |  |
| Walking Heels                |  | Sigmoidoscope Applicators         |  | Foot Stool  |  |
| Cervical Collar              |  | Signs and Signage                 |  | Goggles, Protective                                   |  |
| Clavicle Strap               |  | Silver Nitrate Applicators        |  | Hotpack and Coldpack Equipment                        |  |
| Colles Splint                |  | Soap, Lotion/Bar                  |  | Infrared Lamps  |  |
| Elastic Bandages             |  | Straws, Drinking                  |  | Massage Loton   |  |
| Felt                         |  | Sundry Jars with Lids, Labeled    |  | Massager, Body  |  |
| Fiberglass Casts             |  | Tape Measures                     |  | Muscle Stimulator                                     |  |
| Finger Splints, Assorted     |  | Tapewriter                        |  | Paraffin Treatment Unit/Wax                           |  |
| Head Halter                  |  | Thermometer Holder/Sheaths        |  | Silicone Putty  |  |
| Knee Immobilizers            |  | Thermometers, Oral and Rectal     |  | Timer   |  |
| <b>PLASTER</b>               |  | Tubing, Latex                     |  | Transfer Board  |  |
| Apron                        |  | Tongue Depressors                 |  | Traction Equipment                                    |  |
| Bandages                     |  | Wood Applicators                  |  | Transcutaneous Electrical Nerve Stimulator (T.E.N.S.) |  |
| Knife                        |  |                                   |  | Ultrasonic Coupling Agent                             |  |
| shears                       |  |                                   |  |   |  |
| Splints                      |  | <b>PAPER and PLASTIC PRODUCTS</b> |  | Ultrasonic Unit                                       |  |
| Rib Belts                    |  |                                   |  | Ultraviolet Lamp                                      |  |
| Shoulder immobilizer         |  | Capes, Examination                |  | Walkers   |  |
| Synthetic Casting System     |  | Cup Dispenser                     |  | Wheelchair  |  |
| Tubular Bandages/Stockinette |  | Cups, Paper/Plastic               |  | Whirlpool Bath  |  |
| Wrist Supports               |  | Drapes, Disposable Paper          |  | Whirlpool Cleaner                                     |  |
|                              |  | Face Masks                        |  | Whirlpool Side Chair                                  |  |
|                              |  | Facial Tissues                    |  |   |  |
|                              |  | Gowns, Examination                |  |   |  |
|                              |  | Labels, Medical                   |  |   |  |
|                              |  |                                   |  |   |  |
|                              |  |                                   |  |   |  |
|                              |  |                                   |  |   |  |

| <b>BIOLOGICALS, INJECTABLES</b>          |  | <b>LABORATORY EQUIPMENT and SUPPLIES (cont'd)</b> |  | <b>X-RAY EQUIPMENT and SUPPLIES</b> |  |
|--|--|---|--|-------------------------------------|--|
| Biologicals                              |  |   |  | Aprons                              |  |
| Chemicals                                |  | Glucose Tolerance Test                            |  | Cassettes and Screens               |  |
| Injectables                              |  | Hematocrit Tube Reader                            |  | Darkroom Safe Light                 |  |
| Liquids                                  |  | Hemacytometer and Cover Glasses                   |  | Developer/Fixer Solutions           |  |
| Ointments and Creams                     |  | Hemaglobinometer                                  |  | Developing Tank                     |  |
| Tablets and Capsules                     |  | Hematocrit Tube Sealer                            |  | Drip Tray                           |  |
| Miscellaneous                            |  | Hemolysis Applicators                             |  | Film                                |  |
|  |  | Incubator   |  | Film Dryer                          |  |
|  |  | Inoculating Loop and Holder                       |  | Film Filing Cabinet                 |  |
|  |  | Inoculating Loop Sterilizer                       |  | Film Filing Envelopes               |  |
|  |  | Labels, Precut                                    |  | Film Loading Bin                    |  |
|  |  | Markers   |  | Film Markers                        |  |
|  |  | Medica, Plated                                    |  | Filters, Darkroom                   |  |
| <b>LABORATORY EQUIPMENT and SUPPLIES</b> |  | <b>MICROSCOPE</b>                                 |  | Floor Screens                       |  |
|  |  | Cover Glasses                                     |  | Gloves                              |  |
|  |  | Slides  |  | Goggles                             |  |
| Aspirator for Water Faucet               |  | Mixer, Orbital Motion                             |  | Hangers, Film Developing            |  |
| Automatic Pipettors                      |  | pH Paper  |  | Identification Printer              |  |
| Bacteria Identification System           |  | PIPETTES  |  | Illuminators                        |  |
| Blood Chemistry System/Test Kits         |  | Blood diluting, RBC/WBC                           |  | Interval Timer                      |  |
| <b>BLOOD COLLECTION</b>                  |  | Lambda, Disposable                                |  | Paddles, Developing                 |  |
| Chair                                    |  | Sahli   |  | Thermometer, Tank                   |  |
| Lancets                                  |  | Transfer  |  | Thickness Caliper                   |  |
| Needles and Holders                      |  | Pipette Shaker/Washer                             |  |                                     |  |
| Prep Applicators                         |  | Plastic Labware                                   |  |                                     |  |
| Syringe/Needle                           |  | Potassium Analyzer                                |  |                                     |  |
| Tourniquet                               |  | Prothrombinmeter/Supplies                         |  |                                     |  |
| Vacuum Tubes                             |  | Reagent Strips, Dip and Read                      |  |                                     |  |
| Blood Glucose Monitor                    |  | Refractometer                                     |  |                                     |  |
| Blood Grouping/Typing Serums             |  | Refrigerator                                      |  |                                     |  |
| Blood Grouping Slides                    |  | Rh View Box                                       |  |                                     |  |
| Cabinetry, Modular                       |  | Rotator   |  | <b>MISCELLANEOUS</b>                |  |
| Cell Counter                             |  | Sedimentation Apparatus                           |  |                                     |  |
| Centrifuges                              |  | Serology Analyzer                                 |  |                                     |  |
| Cervical Scraper                         |  | Serum Separation Tubes                            |  |                                     |  |
| Coagulation Cups/Tips                    |  | Specimen Collectors, Urine/Feces                  |  |                                     |  |
| Coagulation System                       |  | Stains and Reagents                               |  |                                     |  |
| Counters, Lab                            |  | Stool, Lab  |  |                                     |  |
| Culture Collection/Transport System      |  | Thyroid Function Tester                           |  |                                     |  |
| Cytological Fixative                     |  | Timers  |  |                                     |  |
| Detergent, Laboratory                    |  | Tray Systems, Lab                                 |  |                                     |  |
| <b>DIAGNOSTIC SCREENING TESTS</b>        |  | <b>TUBES</b>                                      |  |                                     |  |
| Gonorrhoea                               |  | Capillary   |  |                                     |  |
| Meningitis                               |  | Centrifuge  |  |                                     |  |
| Mononucleosis                            |  | Hematocrit  |  |                                     |  |
| Occult Blood (iFOBT)                     |  | Sedimentation                                     |  |                                     |  |
| Pregnancy                                |  | Serum Separation                                  |  |                                     |  |
| Rheumatoid Factor                        |  | Urinalysis Reagent Strips/Tablets                 |  |                                     |  |
| Rubella                                  |  | Urinometer  |  |                                     |  |
| Sickle Cell                              |  | Water Bath  |  |                                     |  |
| Streptococcus                            |  |   |  |                                     |  |
| Syphilis                                 |  |   |  |                                     |  |
| RSV                                      |  |   |  |                                     |  |
| HIV                                      |  |   |  |                                     |  |
| Influenza A/B                            |  |   |  |                                     |  |
|  |  |   |  |                                     |  |