



# Front Office Supply Checklist

You will need to outfit your front office space with the necessary equipment to provide excellent customer service. Use the checklist below to guide you through this process.

Office furniture

Computers/monitors - 1/workstation

Phone system

Practice Management Software

Document scanner

10-key calculators

Electronic signature pads

Credit card processing equipment

Printer/copy/scan/fax machine

Drawer organizers

Label printer

Name tags

Dedicated Rx printer

Business Cards

Document shredder

Appointment reminder cards

Postage meter

Paper

Cash drawer box (locked)

Letterhead

Copy paper

Pens/highlighters/permanent marker/scissors/stapler/paper clips/correction tape/tape

Rx paper

3-ring binders for EOB's/tabs

Photo paper

3-hole punch

Tablets

Facial tissue

Post it notes

No touch facial tissue dispenser

Phone message notes

No touch lidded trash can

Envelopes (statement/misc. use)

Calendar(s)

Outside funding resources

Hospitality items (coffee pots, coffee, tea, mini fridge for water bottles, kids' toy box, small gift items)

## Notes

