

# PURCHASING GUIDE for INTERNAL MEDICINE

## EXAM & TREATMENT ROOM

- ☐ Adjustable revolving stool(s)
- ☐ Anatomical charts/models
- ☐ Blood Drawing Chairs
- ☐ Cabinetry - Casework
- ☐ Dressing nook or curtain
- ☐ Exam lamp
- ☐ Exam tables
  - ☐ Box tables
  - ☐ Power tables
- ☐ Foot stool
- ☐ Instrument / Mayo stands
- ☐ Mirrors
- ☐ Narcotic storage unit
- ☐ Oxygen Therapy
- ☐ Patient/visitor side chair(s)
- ☐ Scales/body composition analyzers
- ☐ Sharps containers
- ☐ Utility cart
- ☐ Wall chart holder
- ☐ Waste receptacles

## WAITING ROOM

- ☐ Children's toys
- ☐ Coat rack with hat shelf
- ☐ Lamps
- ☐ Magazine rack or table
- ☐ Multiple seating groups
- ☐ Occasional tables
- ☐ Plants, pots, stands
- ☐ Reading Lamps
- ☐ Tissue box holder/Tissue
- ☐ TV/VCR/DVD
- ☐ Wall decorations
- ☐ Waste receptacles

## RECEPTION & BUSINESS AREA

- ☐ Appointment book
- ☐ Calculator
- ☐ Clock
- ☐ Coding books
- ☐ Computer w/ Privacy Screen
- ☐ Copy machine
- ☐ Desk accessories
- ☐ Fax machine
- ☐ File Systems
- ☐ Storage – Racks / Shelving
- ☐ Office accessories
- ☐ Paging system
- ☐ Reception desk
- ☐ Secretarial/office chair
- ☐ Side chair
- ☐ Signage (payment, directional, etc.)
- ☐ Telephone system
- ☐ Waste Receptacles

## PERSONAL OFFICE

- ☐ Bookshelves
- ☐ Chairs
- ☐ Clock
- ☐ Desk, accessories
- ☐ Desk lamp(s)
- ☐ Executive chair
- ☐ File Systems
- ☐ Hat and coat rack
- ☐ Occasional table
- ☐ Sofa

## INSTRUMENTS

### DIAGNOSTIC INSTRUMENTS

- ☐ Ambulatory BP monitor (ABPM)
- ☐ Audiometer
- ☐ Automated external defibrillator (AED)
- ☐ Automatic blood pressure
  - ☐ Cuffs, multiple sizes
- ☐ Body Composition Analyzers
- ☐ Bone Densitometer unit
- ☐ Bulbs & batteries
- ☐ Colposcope, video or optical
- ☐ Cryosurgery kits, accessories
- ☐ Defibrillators
- ☐ Diabetic Monitors
- ☐ ECG, EKG equipment & supplies
- ☐ Electronic thermometer/ probe covers
- ☐ Electrosurgery
- ☐ Fetal/vascular dopplers
- ☐ Headlight
- ☐ Holter Monitors
- ☐ Incubators
- ☐ Infusion Pumps
- ☐ Pocket light, professional
- ☐ Pulse Oximeter
- ☐ Pumps, Aspirators
- ☐ Scales
- ☐ Spirometer
- ☐ Stadiometer
- ☐ Stethoscopes
- ☐ Stress testing system/ Exercise ECG
- ☐ Thermometers, digital oral/ rectal
- ☐ Thermometry system
- ☐ Tympanometer
- ☐ Ultrasound equipment
- ☐ Vital Signs Monitor
- ☐ Vaginal specula

### SURGICAL INSTRUMENTS

- ☐ Bandage scissors
- ☐ Biopsy Punch Disposable
- ☐ Carts
- ☐ Cervical biopsy punch

- ☐ Dressing Forcep, Adson
- ☐ Ear Curette Disposable
- ☐ Ear Syringe w/Shield
- ☐ Forceps
  - ☐ Biopsy
- ☐ Iris scissors
- ☐ Splinter Removal Kit
- ☐ Suturing Kit
- ☐ Tenaculum
- ☐ Tenaculum hook

## LAB EQUIPMENT & SUPPLIES

- ☐ Analyzers
  - ☐ Chemistry
  - ☐ Cholesterol
  - ☐ Hematology
  - ☐ Immunochemistry
  - ☐ Routine Chemistry
  - ☐ Urine Chemistry
- ☐ Automatic pipettes
- ☐ Bacteria ID system
- ☐ Biohazard bags
- ☐ Blood collection
- ☐ Blood glucose monitoring
- ☐ Blood grouping slides
- ☐ Blood grouping/typing systems
- ☐ Cell counter
- ☐ Centrifuge
- ☐ Chlamydia test
- ☐ Coagulation cups/tips
- ☐ Coagulation system
- ☐ Containers, specimen
- ☐ Counters, lab
- ☐ Cover slips
- ☐ Culture collection/transport system
- ☐ Culture tubes
- ☐ Diabetic meters
- ☐ Diagnostic screening tests
- ☐ Drug testing
- ☐ Fecal occult test kits
- ☐ Forceps
- ☐ Glucose tolerance test/ reader
- ☐ Hematocrit tube reader
- ☐ Hemolysis applicators
- ☐ Herpes tests
- ☐ Incubators
- ☐ Influenza Test Kits
- ☐ Labels, precut
- ☐ Markers
- ☐ Microscope
- ☐ Mononucleosis Tests
- ☐ Mixers, laboratory
- ☐ Needles and holders
- ☐ Ovulation tests
- ☐ Pap smear kits
- ☐ Petrie dishes
- ☐ pH paper

- ☐ Pipettes
- ☐ Pipette shaker/washer
- ☐ Plastic labware
- ☐ Pregnancy tests
- ☐ Prep applicators
- ☐ Prep pads
- ☐ Racks, test tube
- ☐ Reagent tablets and strips, dip and read
- ☐ Refractometer
- ☐ Refrigerator
- ☐ Slides
- ☐ Specimen collectors (urine/ feces)
- ☐ Stains and reagents
- ☐ STD tests
- ☐ Strep Tests
- ☐ Stool, lab
- ☐ Syphilis tests
- ☐ Syringe/needle
- ☐ Timers
- ☐ Tourniquets
- ☐ Tray systems/lab
- ☐ Tubes, blood collection,
- ☐ Urinalysis reagent strips/ tablets
- ☐ Urinometer
- ☐ Vials
- ☐ Water bath

## SUPPLIES PERSONAL PROTECTION

- ☐ Alcohol-based hand rub/ dispenser
- ☐ Biohazard warning labels
- ☐ Disposable lab coats
- ☐ Chemical spill kit
- ☐ Gowns, impervious
- ☐ Disposable drapes
- ☐ Disposable exam gloves
- ☐ Disposable face masks
- ☐ Disposable gowns
- ☐ Disposable head covers
- ☐ Disposable shoe covers
- ☐ Disposable surgical gloves
- ☐ Drape sheets
- ☐ Emergency eye wash station
- ☐ Exam Gloves - Disposable
- ☐ Eye shields
- ☐ First aid kits
- ☐ Foot covers
- ☐ Gauze pads
- ☐ Infectious waste bags
- ☐ Lab coats
- ☐ Masks
- ☐ Red bags
- ☐ Safety glasses
- ☐ Slippers, terries
- ☐ Spill kits
- ☐ Tongue depressors
- ☐ Waste Receptacles

## **SURGICAL SUPPLIES**

- ☐ Acetone
- ☐ Ankle supports
- ☐ Casting Materials
- ☐ Crash Cart
- ☐ Cryosurgical products
- ☐ Drapes and packs
- ☐ Fingernail cleaners
- ☐ Gloves, surgical
- ☐ Gowns
- ☐ Head covers
- ☐ Histobrush
- ☐ IV catheters/tubing
- ☐ IV solutions & sets
- ☐ Laparoscopy packs
- ☐ Orthopedic products
- ☐ Povidone iodine solutions
- ☐ PVP iodophor solution (sp)
- ☐ Razors, disposable
- ☐ Scalpels, disposable
- ☐ Scrub and prep
- ☐ Scrub brush
- ☐ Scrub soap/dispenser
- ☐ Shave prep tray
- ☐ Skin closures
- ☐ Skin staplers
- ☐ Slings
- ☐ Surgical masks
- ☐ Sutures and removers
- ☐ Sutures & wound closures
- ☐ Trays, special procedures
- ☐ Urinary drainage bags

## **STERILIZATION, DISINFECTANTS, CLEANERS**

- ☐ Alcohol preps
- ☐ Autoclave
- ☐ Autoclave test record
- ☐ Air deodorizers
- ☐ Dialdehyde solution
- ☐ Disinfectant/deodorant spray

- ☐ Disinfecting Trays
- ☐ Enzymatic cleaner
- ☐ Foam surface cleaners
- ☐ Germicidal Cleaner
- ☐ Glutaraldehyde Solution
- ☐ Iodine
- ☐ Instant Hand Sanitizers
- ☐ Instrument cleaning brushes
- ☐ Instrument lubricant
- ☐ Instrument sterilization containers
- ☐ Lotions
- ☐ Rust/stain remover
- ☐ Sterilization monitors
- ☐ Sterilization pouches, tubes, wraps
- ☐ Sterilization sealers, solutions
- ☐ Sterilizer forceps
- ☐ Sterilizer x-ray pouches
- ☐ Sterilizing record system
- ☐ Swabs
- ☐ Ultrasonic solutions

## **SYRINGES & NEEDLES**

- ☐ Allergy packs
- ☐ Hypodermic needles
- ☐ Needle extender
- ☐ Needle resheathers
- ☐ Needle sets
- ☐ Sharps containers
- ☐ Sharps, disposable
- ☐ Syringes
- ☐ Syringe/needle combinations

## **DRESSINGS**

- ☐ Adhesive closures
- ☐ Adhesive pads, sterile
- ☐ Adhesive strips/patches/spots

- ☐ Adhesive tapes
- ☐ Adhesive tape remover
- ☐ Benzoin spray
- ☐ Butterfly closures
- ☐ Bandages
- ☐ Combine dressings
- ☐ Conforming bandages
- ☐ Cotton or rayon balls
- ☐ Eye pads
- ☐ Gauze bandages
- ☐ Gauze dressings
- ☐ Gauze packing strips
- ☐ Gauze sponges
- ☐ Incontinent cleanser
- ☐ Lubricating jelly
- ☐ Ointment dressings
- ☐ Petrolatum gauze
- ☐ Skin staplers and removers
- ☐ Sponges
- ☐ Surgical Tape
- ☐ Sutures, endo, needled
- ☐ Topical anesthetic spray
- ☐ Transparent dressing
- ☐ Tubular gauze
- ☐ Wound closure strips

## **PAPER & PLASTIC PRODUCTS**

- ☐ Capes, exam
- ☐ Cup dispenser
- ☐ Capes, disposable paper
- ☐ Drapes, disposable paper
- ☐ Face masks
- ☐ Facial tissues
- ☐ Gowns, exam
- ☐ Labels, medical
- ☐ Lab coat, disposable
- ☐ Office coat, disposable
- ☐ Patient bib
- ☐ Sheets, paper
- ☐ Sterile towel drape
- ☐ Table paper and holder

- ☐ Toilet seat covers
- ☐ Toilet tissue
- ☐ Towels, paper, dispenser
- ☐ Underpads / Chux
- ☐ Waste can liners

## **SUNDRIES**

- ☐ Alcohol/dispenser
- ☐ Alcohol preps
- ☐ Batteries
- ☐ Bulbs
- ☐ Catheters
- ☐ Catheterization trays
- ☐ Condoms
- ☐ Cotton-tipped applicators
- ☐ Detergents
- ☐ Diapers, disposable
- ☐ Diapers, Adult
- ☐ Diaphragms
- ☐ Dressing jars
- ☐ Finger cots
- ☐ Flashlights
- ☐ Forceps jar
- ☐ Bags
- ☐ Hand lotion
- ☐ Hydrogen peroxide
- ☐ Instrument trays
- ☐ Irrigation trays/syringes
- ☐ IV administration products
- ☐ Lubricating jelly
- ☐ Markers
- ☐ Organizers and bins
- ☐ Sanitary napkins/tampons
- ☐ Soap dispensers
- ☐ Soap
- ☐ Swabs
- ☐ Sundry Jars
- ☐ Thermometer probe covers
- ☐ Thermometer holder/sheaths
- ☐ Tubing/latex
- ☐ Tongue depressors

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