

### Appendix C: Medical Supplies

#### Office technology, equipment and supplies needed

The nature of your practice will determine your needs. Below is a list of some commonly used items:

##### Software systems:

- Accounting software system (assist with tracking invoices/bills, payments received, taxes, cash flow)
- Medical billing system (aligns with OHIP requirements)
- Patient appointment scheduling (include patient online booking system that connects with staff's master schedule)
- Electronic Medical Records (EMR) - see below for more information

##### Hardware:

- Printer/fax machine, photocopying machine
- Computer with keyboard, mouse
- Headset/speakers for virtual visits/receptionists
- Shredder
- Reliable Internet
- Server/Networking Equipment (for larger clinics)
- Extension cords, Surge protectors
- Telephone System (different lines, features, voice mail)

##### Office supplies:

- Filing cabinets for patient files
- Printer paper, file folders
- Prescription pads, letterheads, Business cards, appointment cards, name stamp
- Clipboard, pens, petty cash box, paper clips, stapler, envelopes, tape, tape dispenser, scissor, wastebaskets,

##### Furnishings for reception:

- Waiting Room Area: Chairs for patients, magazines, magazine holder, end tables, artwork, television, books/toys for children, clock, waste basket, hand sanitizer, masks
- Reception: desks, chairs
- Fire extinguisher

##### Furnishings for staff kitchen:

- Microwave, fridge, sink, drinking water,
- Coffeemaker, coffee, tea, creamer, sugar
- Cutlery, kitchenware (cups, plates)
- Table/chairs
- Paper towels, dish soap

##### Furnishings for restroom:

- Paper towels/dispenser
- Soap/soap dispenser
- Waste basket
- Feminine hygiene bin
- Urine sample supplies

## L. Appendices

### Common clinical equipment for physician office/exam room:

- Exam table
- Swivel stool
- Exam light
- Utility table
- Step stool
- Patient gowns
- Syringes, needles, tweezers
- Protective Equipment: Gloves, masks, eyewear, hand sanitizer
- Basic Diagnostic Equipment: Stethoscope, otoscope, pulse oximeter, ophthalmoscopes, colposcopes, blood pressure monitor, thermometers, blood test kits, reflex hammer, eye chart, scale
- General wound care: cotton swabs, adhesive bandages, antiseptic wipes, gauze, tissues,
- Emergency equipment: External defibrillator, aspirators, oxygen canisters, oxygen masks, a resuscitation bag or mask, airway suction unit, foil blankets, trauma board, ventilators, naloxone, epinephrine, salbutamol
- Refrigerator for medications
- Public health vaccines, public health swabs
- Lab pick up resources (e.g. urine cups, labels etc.)
- [Modern sterilizer](#) (autoclave)
- Containers to store used needles/hazardous materials (and accompanying [Hazardous Waste Information Network](#) (HWIN) number)

### Ongoing Services:

- Hazardous Waste pickup
- Office Cleaning services
- Handyman
- Pharmaceutical Contacts to get samples

### Electronic Medical Records (EMR) systems plan

The Electronic Medical Records (EMR) are patients' digital medical information. Benefits of digital records include more coordinated patient records between healthcare providers, more legible documentation and better tracking of patient care (e.g. prescribing).

To get the right EMR for your needs, determine what your needs are. It is a good idea to review several EMR systems and to talk to other physicians to determine the best software for you.

OMA recommends your legal counsel review the EMR service agreement prior to signing.

When reviewing EMRs, discuss installation and training for you and your staff on the EMR features. Spending time learning about your EMR features at the start of your career, will save you administration and data management time in the long run. Some elements of EMRs include:

- **Digital Health Drug Repository (DHDR)** - real-time, secure access to publicly funded drugs and pharmacy services, all monitored drugs and COVID-19 vaccination information.
- **eConsult** - timely access to specialist advice and often eliminates the need to send patients for an in-person specialist visit.
- **eForms** - eForms automate form completion (e.g., the Ministry of Transportation's Driver Medical Review, aka "fitness to drive" form). You can submit them electronically from your EMR.
- **Health Report Manager (HRM®)** -securely delivering many report types and ADT messages, such as discharge summaries and COVID-19 vaccination reports, from hospitals and specialty clinics to your EMR.
- **Ontario Laboratories Information System (OLIS)** - Access lab results for your patients or perform patient queries in OLIS from your EMR.

### Resources:

- [OntarioMD: List what each certified EMR vendor offers](#)
- OntarioMD support physicians find the right EMR tools for their practice and training
- eHealthOntario provincial organization to support sharing of information via EMRs