

BACK TO WORK CHECKLIST

MEDICAL EQUIPMENT & SUPPLIES

- ☐ General Consumables
- ☐ Blood Pressure Machines
- ☐ Surgical Accessories
- ☐ Diagnostic Sets & Tools
- ☐ Stethoscopes
- ☐ E.C.Gs & Consumables
- ☐ Sphygmomanometers
- ☐ Thermometers & X-ray Viewers
- ☐ Medical Furniture

PPE & SANITISING CONSUMABLES

- ☐ N95 Face Masks
- ☐ Vinyl/Nitrile/Nylon Gloves
- ☐ Hand Sanitisers & Disinfectant Wipes
- ☐ Clinical Gowns, Aprons & Caps
- ☐ Rapid Antigen Covid-19 Test Kits

OFFICE STATIONERY & SUPPLIES

- ☐ Stationery items
- ☐ Copier Consumables
- ☐ Printer Consumables
- ☐ First Aid Kits and Consumables
- ☐ Kitchen & Janitorial Supplies
- ☐ Occupational Health and Safety Kits
- ☐ Kitchen Appliances & Crockery

WAITING ROOM ESSENTIALS

- ☐ Magazine Subscriptions
- ☐ Fresh Flower Bouquets
- ☐ Water Cooler Dispensers
- ☐ Forehead Thermometers
- ☐ Receipt Printers & Barcode Scanners
- ☐ Touchless Hand Sanitiser Dispensers & Stands

OFFICE TECHNOLOGY & FURNITURE

- ☐ Office Printers & Copiers,
- ☐ Printer Inks & Toners
- ☐ Extenders & Ethernet Adapter
- ☐ Desktops, Laptops & Monitors
- ☐ Shredders & Accessories
- ☐ Computer Accessories
- ☐ Power Adaptors & Power boards
- ☐ Headphones & Speakers, Networking WIFI
- ☐ Digital Dictation Devices & Accessories
- ☐ Software & Video Conferencing Accessories
- ☐ Desks, Chairs, Shelves & Storage Cabinets
- ☐ Portable Hard Drives & Memory Cards, USB Flash Drives

PRINTING SERVICES

- ☐ Business & Appointment Cards
- ☐ Marketing Brochures,
- ☐ Marketing Flyers & Posters
- ☐ A5 Notepads, Compliment Slips
- ☐ DLX Envelopes
- ☐ Referral Pads & Name Badges
- ☐ Pull-up Banners
- ☐ Discharge Summary Forms
- ☐ Patient Information Forms & Letter Heads

IT SUPPORT SERVICES

- ☐ Practice Management Software Support
- ☐ Cyber Security Services
- ☐ Network Infrastructure & Data Cabling
- ☐ Phone Systems & CCTV
- ☐ Cloud & Hosted Server Solutions
- ☐ Cloud Computing & IT Equipment
- ☐ Remote Monitoring Management
- ☐ Website Design/Development
- ☐ Unlimited Onsite & Offsite Support Packages
- ☐ Anti Virus, Network Security, AV & Firewall Routers

INSURANCE & FINANCIAL SERVICES

- ☐ Medical Indemnity Insurance
- ☐ Practice Business Insurance
- ☐ Cyber Insurance
- ☐ Finance Lending Services
- ☐ Bookkeeping Services
- ☐ Accounting, Tax & Business Advisory Services

CLEANING SERVICES

- ☐ Window & Carpet Cleaning
- ☐ Recycling & Waste Removal
- ☐ COVID-19 Cleaning Supplies
- ☐ Hard Floor Maintenance
- ☐ Sanitisation & Sterilisation Cleaning
- ☐ Dry Vapour Steam Cleaning
- ☐ Cleaning Equipment & Consumables

HR ADVISORY & STAFFING RECRUITMENT SERVICES

- ☐ HR Tailored Workplace Training
- ☐ In-House HR department & Services
- ☐ Nurse management & Nurse staff
- ☐ Sales and Marketing Professionals
- ☐ Financial and Account Staff
- ☐ Practice Managers & Medical Typists
- ☐ Medical Reception / Administration
& Support Staff

PROPERTY SERVICES

- ☐ Practice Fitout Services
- ☐ Property Consulting Services
- ☐ Property for practice operation
- ☐ Medical Properties Research
- ☐ Investment Property Strategies
- ☐ Construction Management
- ☐ Practice Location Advisory & Premises
- ☐ Site Due Dilligence
- ☐ Lease & Buy Negotiations & Portfolio
Reviews

LEGAL & COMPLIANCE SERVICES

- ☐ Medicare Compliance
- ☐ Audit and Assurance
- ☐ Legal Contracts
- ☐ Legal Employment Law
- ☐ Legal Dispute Resolution
- ☐ Legal Corporate Law