



Quick Sheet: Office Configuration

Overview: This Quick Sheet describes a recommended hardware and software configuration for a standard dermatology office.

Office Functions: The office is setup with the following business responsibilities:

1. **Business office** – The people that have these responsibilities include patient check in, chart filing, billing entry, and patient scheduling.
2. **Back office** – The staff members of this group are responsible for assisting the medical providers in the treatment of patients. Additional duties include entering pathology results, scheduling patient appointments, and calling patients regarding test results.
3. **Medical provider(s)** – The physicians and or medical providers that are evaluating and treating the patients.
4. **Office Manager** – Duties to include billing, patient scheduling, human resources and other management responsibilities.

Assumption: If the practice is to use wireless tablet PC's, the office needs to have a secure wireless network installed by a qualified network engineer.

Business office "Check In" and "Check Out":

Hardware: (compatible with recommended hardware list on doc2MD web site)

- Desktop computer
- Dymo label printer loaded with Dymo 30323 labels to print chart bar codes
- Barcode reader to scan patient chart bar codes
- TravelScan card scanner model 662 (or newer) to scan Insurance Cards and other forms of identification
- Access to laser printer
- Access to high speed document scanner for scanning and archiving super bills, EOB's and other office or patient documents

Software:

- Dymo label printer software
- Doc2MD
- Practice Management System
- Microsoft Office (optional)

Back office “Medical Assistants ” and “Nursing”:

Hardware: (compatible with recommended hardware list on doc2MD web site)

- Desktop computer configured with speakers (recommended to have speakers built into monitor to reduce desktop footprint)
- Dymo label printer (shared) loaded with Dymo 30330 labels to print on pathology specimen jar labels
- Barcode reader to scan patient chart bar codes
- Access to laser printer

Software:

- Dymo label printer software (where label printer is installed)
- Doc2MD
- Practice Management System
- Microsoft Office (optional)

Office Manager

Hardware: (compatible with recommended hardware list on doc2MD web site)

- Desktop computer
- Barcode reader to scan patient chart bar codes
- Access to laser printer

Software:

- Doc2MD
- Practice Management System
- Microsoft Office (recommended) – to print Medicare Review documents generated within doc2MD

Medical Provider

Hardware: (compatible with recommended hardware list on doc2MD web site)

- Wireless Tablet PC – for use when in the room with patients
- Desktop computer for work when at desk – or docking station for tablet PC.
- Access to laser printer

Software:

- Doc2MD
- Practice Management System (only on desktop computer system)
- Microsoft Office (optional only on desktop computer system)