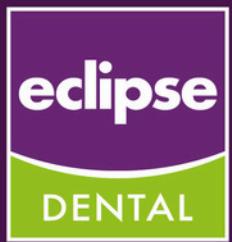


Reception & Waiting Room Checklist



Layout and Furniture

- Reception desk that accommodates all necessary equipment
- Space for wheelchair accessibility
- Comfortable seating for patients and visitors
- Child-friendly seating and play area
- Adequate lighting, natural and artificial

Equipment

- Computer systems with practice management software
- Printer and scanner
- Telephone system with multiple lines
- Payment processing unit

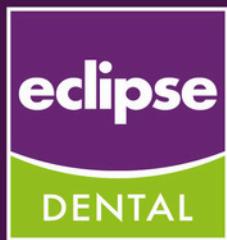
Decor and Ambience

- Calm colour scheme and branding elements
- Free Wi-Fi access for patients
- Magazines, books and other reading materials
- Artwork
- Television or display with practice information and educational content
- Plants or greenery to enhance the environment

Refreshments

- Water dispenser or bottled water available for patients
- Coffee and tea-making facilities
- Small snacks or vending machine, maintaining hygiene standards

Reception & Waiting Room Checklist



Safety Equipment

- Fire extinguishers
- Fire alarm
- Emergency lighting
- Hand sanitiser stations at multiple points
- Well-stocked first aid kit

Accessibility

- Hearing loops installed and tested

Documentation

- Incident and accident books readily accessible

Signages

- Directions to different parts of the practice
- Medical emergency drugs
- Useful telephone numbers (emergency contacts, local hospital)
- First aid location
- Informational brochures and flyers available for patients
- Oxygen supplies
- Automated External Defibrillator (AED)
- Notice board for practice announcements and health information