

## **Chapter 5**

### **Using and Maintaining Office Equipment**

#### **Objectives:**

- Describe the types of office equipment used in a medical practice
- Explain how each piece of office equipment is used
- List the steps in making purchasing decisions for office equipment
- Compare and contrast leasing and buying
- Describe a warranty, a maintenance contract, and a service contract, and discuss importance of each
- Identify when troubleshooting is appropriate and what actions may taken
- List the information included in an equipment inventory

#### **Vocabulary:**

- Abuse
- Cover sheet
- Covered entity
- Disclaimer
- Electronic media
- interactive pager
- lease
- maintenance contract
- microfiche
- microfilm
- service contract
- troubleshooting
- voice mail
- warranty

#### **Assignments:**

\_\_\_\_\_ **Read Chapter 5**—pages 91-111

\_\_\_\_\_ Preview Chapter 5 **PowerPoint Presentation**

\_\_\_\_\_ Complete **Workbook Review**—pages 35-41

- Vocabulary Review 1-30

\_\_\_\_\_ Complete **Student Tutorial CD**

- Administrative Practice
  - How to Use a Postage Meter
- **Print Progress Report**

#### **Assessment:**

\_\_\_\_\_ **Application Activities #3**—Fax cover sheet—page 112

\_\_\_\_\_ **Chapter 5 Exam**