

## **Chapter 8**

### **Managing Office Supplies**

#### **Objectives:**

- Give examples of vital, incidental, and periodic supplies used in a typical medical office
- Describe how to store administrative and clinical supplies
- Implement a system for tracking the inventory of supplies
- Schedule inventories and ordering times to maximize office efficiency
- Locate and evaluate supply sources
- Use strategies to obtain the best-quality supplies while controlling cost
- Follow procedures for ordering supplies
- Check a supply order and pay for the supplies

#### **Vocabulary:**

- disbursement
- durable item
- efficiency
- expendable item
- inventory
- invoice
- Materials Safety Data Sheet (MSDS)
- purchase order
- purchasing groups
- reputable
- requisition
- unit price

#### **Assignments:**

\_\_\_\_\_ **Read Chapter 8**—pages 159-174 (2<sup>nd</sup> Edition—141-154)

\_\_\_\_\_ **Preview Chapter 8 PowerPoint Presentation**

\_\_\_\_\_ **Complete End of Chapter Review**—page 175

\_\_\_\_\_ **Complete Worksheet Pages**—pages 72-78

#### **Assessment:**

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

- Administrative Practice—Managing Office Supplies
  - Types of Supplies
  - Organizing Supplies
- **Print Progress Report or E-Mail**

\_\_\_\_\_ **Application Activities #1**—Office Supply List—page 175 (create purchase order)

\_\_\_\_\_ **Chapter 8 Exam**