

Rajasthan Skill and Livelihoods Development corporation

(A Government of Rajasthan enterprise)

List of Tools, Equipment and Material

Job Role Name	Hospital Front Desk Coordinator	Sector Name	Healthcare			QP Code -	HSS/Q6101
Sr. No.	Equipment Name	Quantity proposed for a batch of 30 trainees	Unit Type	Is this a mandatory Equipment (Yes/No)	Dimension/ Specification/ Description of the Equipment/ ANY OTHER REMARK	No. of Tools Available	Remark
1	PBAX SYSTEM	1	Nos	Yes	Standard		
2	Registration desk. Counter/phone/computer/internet facility,	2	Nos	Yes	Standard		
3	TPA Desk	1	Nos	Yes	Standard		
4	Mock billing counter with cabinets of sample documents	1	Nos	Yes	Standard		
5	Stapler	4	Nos	Yes	Standard		
6	Mock HIS software	1	Nos	Yes	Standard		
7	CPR Manikin	2	Eqpt Nos	Yes	Standard		
8	Mock Procedure Rate List	1	Nos	Yes	Standard		
9	Admission counter with desk provided for keeping documents	1	Nos	Yes	Standard		
10	Human Anatomy Model	3	Nos	Yes	Standard		
11	Fire extinguisher	3	Nos	Yes	Standard		
12	Hospital map	3	Nos	Yes	Standard		
13	Newspaper/magazine/hospital journal stand	3	Nos	Yes	Standard		
14	Hospital Uniform	3	Nos	Yes	Standard		
15	Sample admission form/ requisite form/ visitor pass	8	Nos	Yes	Standard		
16	Hospital front office stationery	3	Nos	Yes	Standard		
17	Hospital manual	3	Nos	Yes	Standard		
18	First aid box	1	Nos	Yes	Standard		
19	Credit Card Swipe Machine	2	Eqpt Nos	Yes	Standard		
20	Telephone directory	3	Nos	Yes	Standard		
21	Sign boards	3	Nos	Yes	Standard		