



## 25 Quick Tips To Design the Perfect Office Layout

*This is an extra resource to go along with the original article:*  
[Creating an Efficient Medical Office Design](#)

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1. Pass through your office as a patient would. Find the spots that hang you up.
2. Create a loop for patients to follow so traffic flows the same direction.
3. Place reception within easy eyesight of the door so patients aren't confused.
4. Make bathrooms clearly visible from any part of your office.
5. Add appropriate signage all over your practice that lead patients to reception and billing.
6. Clearly mark your emergency exits.
7. Move workstations to a central location so staff don't have to go far.
8. Define duties of your reception staff so patients go to the right person for help.
9. In large offices, designate physicians to "pods" for quick patient flow.
10. Remove unnecessary or large furniture or decorative elements.
11. Clearly label all rooms near their doors (with "no admittance" signs on protected areas).
12. Keep tools and supplies in a central location.
13. Don't use exam rooms for non-medical purposes, like education consultations.
14. Use strong lighting in exam rooms and comfortable lighting in waiting areas.
15. Keep necessary equipment in exam rooms so staff don't have to hunt around the office.
16. Have staff use a separate entrance so they can come and go quickly.
17. Use electronic medical records to save space.
18. Use software to manage healthcare provider workflows to keep everyone moving.

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19. Use desktop machines (printers, copiers, fax, etc.) so reception can stay in one place.
20. Have one unused exam room to handle periods of overflow.
21. Exam room doors should open inward so patients are not accidentally exposed.
22. Use counter-height tables and workstations for staff on-the-go.
23. Instruct staff to be clear when they direct patients where to go.
24. Avoid cramming decorative items into every space. Open space is OK!
25. Use cool and relaxing colors, like blues and yellows.