

**Network of Women with Disabilities**  
**A project of the Suffolk Community Council**

**CHECK LIST FOR MEDICAL OFFICES**

Please display this check list where any staff member can easily access it to provide full and accurate information when a person with a disability calls

**This information will enable a person with a disability to make a decision about their individual accessibility to your office. It is not intended to ascertain compliance with any particular laws.**

**Entrance to Your Building:**

- Is there a curb cut at the entrance to your building? \_\_\_ Y \_\_\_ N
- Is the curb cut flush to the road? \_\_\_ Y \_\_\_ N
- Is there a handicapped designated parking spot 96" in width? \_\_\_ Y \_\_\_ N
- Does this accessible parking have a 96" access aisle? \_\_\_ Y \_\_\_ N
- Are there steps at your entrance? \_\_\_ Y \_\_\_ N If yes, how many steps? \_\_\_
- Is there high contrast at steps and signs for people with visual disabilities? \_\_\_ Y \_\_\_ N
- Is there a ramp from the sidewalk to the door? \_\_\_ Y \_\_\_ N How wide is it? \_\_\_ inches
- Are there handrails along the steps and/or ramp? \_\_\_ Y \_\_\_ N
- Is there a bump or saddle at the building entrance? \_\_\_ Y \_\_\_ N  
If so, how many inches high is it? \_\_\_ inches

**Office Accessibility:**

- What is the width of your entrance door, measured inside the frame? \_\_\_ inches
- Does the door swing in or out? \_\_\_ In \_\_\_ Out
- How wide is/are your hallways? \_\_\_ inches
- What is the width of your interior door, measured inside the frame? \_\_\_ inches
- What is the wall to wall width of your exam room(s)? \_\_\_ feet by \_\_\_ feet
- Is there at least a 60" by 60" square of clear floor space? \_\_\_ Y \_\_\_ N
- How high above the floor is your patient reception window ledge? \_\_\_ feet
- Do you have an assistive listening system for people with hearing impairments? \_\_\_ Y \_\_\_ N
- Will someone assist a person who is visually impaired, or has limited use of their hands or arms, to fill out forms, etc.? \_\_\_ Y \_\_\_ N
- Do you have a phone number or name to call to hire a sign language interpreter if necessary? \_\_\_ Y \_\_\_ N
- Does your office have an exam table that moves up and down in height? \_\_\_ Y \_\_\_ N
- Does your fire alarm have both a siren and blinking lights? \_\_\_ Y \_\_\_ N

**Bathroom Accessibility:**

- How wide is your bathroom? From wall to wall it measures \_\_\_ feet.
- Is there at least a 60" by 60" square of clear floor space? \_\_\_ Y \_\_\_ N
- Does your bathroom have grab bars? \_\_\_ Y \_\_\_ N
- How high is the sink? \_\_\_ inches above the floor ...the towel dispenser? \_\_\_ inches
- Can both be reached from a sitting position? \_\_\_ Y \_\_\_ N

**Diagnostic Tools:**

- Are your diagnostic tools and scanner accessible to someone who cannot stand?  
Mammography: \_\_\_ Y \_\_\_ N X Ray: \_\_\_ Y \_\_\_ N  
Labs: \_\_\_ Y \_\_\_ N Other: \_\_\_\_\_

**This questionnaire is available in alternative format for people with visual disabilities  
Please call Suffolk Community Council, Inc. at 631-434-9277**

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**Helpful Resources:**

Suffolk County Office of Handicapped Services  
PO Box 6100  
Hauppauge NY 11788-0099  
631-853-8333 Voice  
631-853-8339 Fax  
631-853-5658 TTY\*  
[www.suffolkcountyny.gov](http://www.suffolkcountyny.gov)

DBTAC Northeast ADA Center  
201 ILR Extension Building  
Cornell University  
Ithaca NY 14853  
800-949-4232 Voice/TTY\*  
[Northeastada@cornell.edu](mailto:Northeastada@cornell.edu)

United States Access Board  
1331 F Street, NW, Suite 1000  
Washington DC 20004  
202-272-0081 Fax  
800-872-2253 Voice  
800-993-2822 TTY\*  
[www.access-board.gov](http://www.access-board.gov)



**ACCESS CHECK LIST FOR MEDICAL OFFICES**

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Network of Women with Disabilities at  
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\* TTY is Text Telephone or Teletypewriter for people who are deaf

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