

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital K.E.M.

Month	February	Year	
From	01. 02. 2017	To	28. 02. 2017
1. General Information :			
Telephone No.	24136051	Fax	24142503
Name of Head of Hospital	Dr. Avinash	Surname	Supre
No of Beds	1,800	e- mail Id	asmckemh@kem.edu
No of Operation Theatres	17	Designation	Dean
Whether Hospital has Blood Bank	Yes	No of Wards	54

2. Out Patients	
1. No. of days OPD worked during the month	24
2. No. of Out Patients registered during the month	
a) Old OPD	110,929
b) New OPD	50,896
3. No. of OPD Registration counter days	764
(to calculate the counter days add the actual number of registration counters opened for each working OPD day in the month)	

3. Inpatients a) General	
1. Total Admissions during the month	6,472
2. Average stay of patient (days) (*)	7.28
(Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)	
3. Average bed occupancy (%) (**)	0.94
No. of occupied bed days / total No. of available bed day X 100	
(to calculate the occupied bed day add the No. of occupied beds for each day in the month.	
to calculate the total available bed days multiply the total bed strength by the No. of days in the month).	
b) Details of Wards with bed occupancy greater than 100%	

Use of Floor Beds for the full month			
Ward	Bed Strength	No. of days occup-ancy was more than 100%	Total excess bed days
4	40	28	1,022
4A	44	28	1,318
8	36	28	1,343
9	40	28	564
11	40	28	1,046
12	44	28	726
14A	44	28	142
32	52	28	590

c) Operations carried out during the month	
Major Operations	2,275
Minor Operations	2,398
d) No. of deaths during the month	
Total No(i +ii)	507
i) Natural	389
ii) Un Natural	118

4. No. of Blood Bottles Used :	
(Please enter previous stock balance in a) from value in e) of last month)	
a) Stock at the beginning of the month	331
b) From Hospital Blood Bank without replacement	203
c) From Hospital Blood Bank with voluntary replacement	1,394
d) From outside	923
e) Stock at the end of the month	173

5 Complaints :				
Please enter backlog in columns 2 from balance in column 5 of last month				
Complaints	Backlog at the beginning of the month	Received	Disposed	Balance at the end of month
1	2	3	4	5 $5=(2)+(3)-(4)$
a) Regarding Food	0	0	0	0
b) Regarding Linen	0	0	0	0
c) Regarding Drugs	0	0	0	0
d) Regarding Staff	0	0	0	0
e) Miscellaneous	0	0	0	0

6 Drugs					
1) Stock					
Please enter backlog in columns 2 from balance in column 6 of last month					
Drug	Stock at the beginning of the month	Quantity received during the month	Quantity supplied to the OPD	Quantity supplied to Inpatients (Wards, OTs, etc.)	Stock at the end of the month
1	2	3	4	5	$6=(2)+(3)-[(4)+(5)]$
			$4 \leq (2)+(3)$	$5 \leq (2)+(3)$	$6 \geq 0$
1)Anti-Pyretic Syrup(Bottles)	965	0	200	50	715
2)Anti-Pyretic Tablets(Nos)	4,637	0	96	25	4,516
3)Anti-Pyretic Injections(Vials)	19,440	0	0	5,500	13,940
4)Anti-biotics Syrup(Bottles)	5,198	0	450	60	4,688
5)Anti-biotics Capsules(Nos)	17,360	4,000	3,500	500	17,360
6)Anti-biotics Injections(Vials)	72,402	4,000	0	22,000	54,402
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Glucose(Bottles)	4,725	0	0	1,000	3,725
9)IV Fluids Glucose Saline(Bottles)	13,738	25,000	0	20,000	18,738
10)IV Fluids Ringer Lactate(Bottles)	46,035	0	0	8,000	38,035
11)Anaesthesia drugs Injections(Vials)	7,964	5,000	0	3,250	9,714
12)Vitamins Syrup(Bottles)	6,190	3,000	1,000	350	7,840
13)Vitamins Tablets(Nos)	22,898	0	14,500	3,200	5,198
14)Ointments Tubes(Nos)	6,810	900	1,150	320	6,240
15)Mixtures/Syrups (Bottles)	16,878	4,000	3,500	950	16,428

2)Purchased from outside

Drug 1	Quantity 2	Cost(Rs) 3 3=(4)+(5)	Local Purchase(Cost Rs)	
			Poor Box Fund 4	From Imprest 5
1)Anti-Pyretic Syrup(Bottles)	0	0.00	0	0
2)Anti-Pyretic Tablets(Nos)	0	0.00	0	0
3)Anti-Pyretic Injections(Vials)	0	0.00	0	0
4)Anti-biotics Syrup(Bottles)	0	0.00	0	0
5)Anti-biotics Capsules(Nos)	0	0.00	0	0
6)Anti-biotics Injections(Vials)	0	0.00	0	0
7)Anti-Tuberculosis Tablets(Nos)	0	0.00	0	0
8)IV Fluids 5% Glucose(Bottles)	0	0.00	0	0
9)IV Fluids Glucose Saline(Bottles)	0	0.00	0	0
10)IV Fluids Ringer Lactate(Bottles)	0	0.00	0	0
11)Anaesthesia drugs Injections(Vials)	0	0.00	0	0
12)Vitamins Syrup(Bottles)	0	0.00	0	0
13)Vitamins Tablets(Nos)	0	0.00	0	0
14)Ointments Tubes(Nos)	0	0.00	0	0
15)Mixtures/Syrups (Bottles)	0	0.00	0	0

3)Drugs not utilised for more than 6 months :

Name of the Drug	Quantity	Unit	Cost	No.of months not used	Action suggested
Injection	0	0	0	0	0
I.V.Fluid	0	0	0	0	0
Chemical	0	0	0	0	0
Tablet	0	0	0	0	0
Non - Schedule	0	0	0	0	0

7 Linen(No of Pieces)

Please enter backlog in columns 2 from balance in column 5 of last month				
Linen	Opening Balance at the beginning of the month	Received during the month	Issued to Wards	Balance at the end of the month
1	2	3	4	5= (2)+(3)-(4)
i) Operation Linen	60,360	0	1,100	59,260
ii) Bed Linen	4,087	0	2	4,085
iii) Patient's Linen	4,326	0	0	4,326
iv) Surgeon's Linen	2,503	400	15	2,888

8. Equipment(in Use or not in Use)							
Equipment 1	Total Nos. of Units provided 2	No.of break downs during the month 3	Total Equip Days Not Used 4 $4=(5)+(6)+$ $(7)+(8)$	Break up of not used equip-days according to reason			
				Equipment out of Order(A) 5	Operator/s Absent(B) 6	Both A&B 7	Others 8
CT Scan	2		0				
E.E.G.	3		0				
E.C.G. Machine	12		0				
Anaesthesia Machine	40		0				
Operation Tables	50		0				
X-Ray Machine	16		0				
Lifts	26		0				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6		0				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6		0				
ABG Machine	10		0				
OPG	0		0				
Ultra Sonic Scanner	11		0				
M.R.I.	1		0				

**B. Status of Equipment Purchase/Replacement Proposals sanctioned
(Costing more than Rs. 5 Lakhs)**

a) New Purchase Proposals

Please enter backlog in columns 2 from balance in column 5 of last month

Backlog at the beginning of the month	Sanctioned during the month	Completed (Equipment procure/replac ed)	Proposals Cancelled	Proposals Balance at the end of the month	Remarks
1	2	3	4	$5=(1)+(2)-$ $[(3)+(4)]$	6
79	4	4	0	73	0

b) Equipment Replacement Proposals

Please enter backlog in columns 1 from balance in column 5 of last month

Backlog at the beginning of the month	Sanctioned during the month	Completed (Equipment procure/replac ed)	Proposals Cancelled	Proposals Balance at the end of the month	Remarks
1	2	3	4	$5=(1)+(2)-$ $[(3)+(4)]$	6
0	0	0	0	0	0

C. Repairs of Equipment (costing more than 5 lakhs)**Please enter backlog in columns 1 from balance in column 4 of last month**

Backlog	Break downs during the month	Repaired during the month	Balance	
			Total Nos.	Under repair > 3 months
1	2	3 $3 \leq (1) + (2)$	4 $4 = (1) + (2) - (3)$	5 $5 \leq (4)$
0	0	0	0	0

9. Staff Details A-Attendance

Category	Total Mandays Available*	Total Mandays Present**	Remarks			
1	2	3 $3 \leq (2)$	4			

1. Doctors

A. Full Time	10,417	10,163				
B. Honoraries	0	0				
C. Residents	22,260	22,210				
2. Nursing Staff	21,816	17,907				
3. Paramedical staff (Other than nursing)	8,230	8,050				
4. Engineers	189	188				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	2,309	2,236				
6. Class IV Employees	39,984	32,793				
7. Administrative Staff	6,911	6,723				

Note :-

(*) To calculate total Man-days available, find the number of working days during the month for each category of staff and multiply by number of filled staff of that category.

(**) To calculate Man-days present add the number of days absent for all the employees of each category and subtract from total man-days available for that category.

9. Staff Details B-Vacant Posts

Category	Total No. of Posts		No.Vacant		Vacant for more than 6 months	
	Schd.	Non-Schd.	Schd.	Non-Schd.	Schd.	Non-Schd.
1	2	3	4	5	6	7
			$4 \leq (2)$	$5 \leq (3)$	$6 \leq (4)$	$7 \leq (5)$

1. Doctors

A. Full Time	429	94	76	38	30	11
B. Honoraries	0	0	0	0	0	0
C. Residents	951	0	156	0	155	0
2. Nursing Staff	970	5	66	0	26	0
3. Paramedical staff (Other than nursing)	377	112	91	56	88	56
4. Engineers	10	0	1	0	1	0
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	163	0	40	0	40	0
6. Class IV Employees	1,944	241	423	7	388	6
7. Administrative Staff	383	1	81	0	56	0

10. Budget :						
Figures in Rs progressive (cummulative) upto the end of the reporting month						
Budget Head	Allocation for Current Financial Year	Cumulative Booking end of the Reporting month		Cumulative Expenditure upto end of the reporting month		Remarks, if any
1	2	Amount 3 3<=(2)	% 4	Amount 5 5<=(2)	% 6	7
Establishment	2624793000		0.00	1830808740	69.75	
Plant & Machinery	921600000	696600000	0.00	0	0.00	
Medicines & Diet	404514000	0	0.00	353586744	87.41	
Repairs & Maintenance	414900000	0	0.00	268977855	64.83	
Contingencies	91203000	0	0.00	49103596	53.84	
Stores	228554000	0	0.00	221322930	96.84	
Deputation	580000	0	0.00	95,798	16.52	
Miscellaneous			0.00		0.00	

11. Services(Select Satisfactory/Needs Improvement/Poor for each service in Rating column)						
Rating of quality/ Service Areas	Name of the Agency	Rating		Suggestions/Remarks if any		
Repairs & Maintenance						
Civil	by Department	Satisfactory				
Electrical/Mechanical	by Department	Satisfactory				
	M/s					
	Voltas,Blue					
A/C & Refregeration	Star	Satisfactory				
Electro-Medico	E.E.Mech.	Satisfactory				
Other Services						
Laundry	Privately	Satisfactory				
Transport/Ambulance, Hearse, etc.	Ex.Engineer(Tr. Ambulance)	Satisfactory				
Security	by Department	Satisfactory				
Stores	by Department	Satisfactory				
Canteen	Privately	Satisfactory				

12 Collection & Disposal of Bio-Medical Waste			
Expected Bio Medical Waste Total Kgs.(0.25Kg per bed per day)			11,784
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			24,702
		i) For Incineration	8,165
		ii)For Autoclaving	16,537

13 Remarks of Dean/MS/Ch. M.O					
computerisation of records / Biometrix in progress					

Signature	Designation				

