

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital K.E.M.

Month	January	Year	
From	01. 01. 2017	To	31. 01. 2017

1. General Information :

Telephone No.	24136051	Fax Surname	24142503 Supe	e- mail Id	asmckemh@kem.edu
Name of Head of Hospital	Dr. Avinash			Designation	Dean
No of Beds	1,800			No of Wards	54
No of Operation Theatres	17				
Whether Hospital has Blood Bank	Yes				

2. Out Patients

1. No. of days OPD worked during the month	25
2. No. of Out Patients registered during the month	

a) Old OPD	114,326
b) New OPD	54,884
3. No. of OPD Registration counter days (to calculate the counter days add the actual number of registration counters opened for each working OPD day in the month)	801

3. Inpatients a) General

1. Total Admissions during the month	7,201
2. Average stay of patient (days) (*) (Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)	7.31
3. Average bed occupancy (%) (**) 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).	0.94

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	31	1,095
4A	44	31	1,193
8	36	31	1,314
9	40	31	888
11	40	31	1,106
12	44	31	745
14A	44	31	220
32	52	31	702

c) Operations carried out during the month

Major Operations	2,519
Minor Operations	2,547

d) No. of deaths during the month

Total No(i +ii)	553
i) Natural	469
ii) Un Natural	84

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	345
b) From Hospital Blood Bank without replacement	221
c) From Hospital Blood Bank with voluntary replacement	2,178
d) From outside	340
e) Stock at the end of the month	331

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,et c.)	Stock at the end of the month
1	2	3	4	5	6=(2)+(3)-[(4)+(5)]
			4<= (2)+(3)	5<= (2)+(3)	6 >= 0
1)Anti-Pyretic Syrup(Bottles)	1,690	0	600	125	965
2)Anti-Pyretic Tablets(Nos)	4,217	540	102	18	4,637
3)Anti-Pyretic Injections(Vials)	4,940	18,000	0	3,500	19,440
4)Anti-biotics Syrup(Bottles)	3,698	1,800	240	60	5,198
5)Anti-biotics Capsules(Nos)	13,905	8,100	4,000	645	17,360
6)Anti-biotics Injections(Vials)	75,502	5,400	0	8,500	72,402
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Glucose(Bottles)	5,725	0	0	1,000	4,725
9)IV Fluids Glucose Saline(Bottles)	20,738	0	0	7,000	13,738
10)IV Fluids Ringer Lactate(Bottles)	8,035	50,000	0	12,000	46,035
11)Anaesthesia drugs Injections(Vials)	13,464	0	0	5,500	7,964
12)Vitamins Syrup(Bottles)	8,140	0	1,500	450	6,190
13)Vitamins Tablets(Nos)	48,598	0	21,400	4,300	22,898
14)Ointments Tubes(Nos)	7,590	1,500	1,870	410	6,810
15)Mixtures/Syrups (Bottles)	17,798	4,000	3,800	1,120	16,878

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	61,570	0	1,210	60,360
ii) Bed Linen	5,584	0	1,497	4,087
iii) Patient's Linen	3,335	1,500	509	4,326
iv) Surgeon's Linen	4,767	0	2,264	2,503

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
84	7	3	0	72	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	4	5
		$3 \leq (1)+(2)$	$4 = (1)+(2)-(3)$	$5 \leq (4)$
0	0	0	0	0

9. Staff Details A-Attendance

Category	Total Mandays Available*	Total Mandays Present**	Remarks			
1	2	3	4			
		$3 \leq (2)$				
1. Doctors						
A. Full Time	11,221	10,953				
B. Honoraries	0	0				
C. Residents	24,645	24,594				
2. Nursing Staff	23,556	19,568				
3. Paramedical staff (Other than nursing)	8,908	8,744				
4. Engineers	207	205				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	2,363	2,320				
6. Class IV Employees	43,031	36,492				
7. Administrative Staff	7,363	7,150				

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	29	11
B. Honoraries	0	0	0	0	0	0
C. Residents	951	0	156	0	155	0
2. Nursing Staff	970	5	69	0	26	0
3. Paramedical staff (Other than nursing)	377	112	90	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	425	7	383	6
7. Administrative Staff	383	1	80	0	55	0

10. Budget :						
Figures in Rs progressive (cumulative) upto the end of the reporting month						
Budget Head 1	Allocation for Current Financial Year 2	Cumulative Booking end of the Reporting month		Cumulative Expenditure upto end of the reporting month		Remarks, if any 7
		Amount 3 3<=(2)	% 4	Amount 5 5<=(2)	% 6	
Establishment	2624793000		0.00	1625142981	61.92	
Plant & Machinery	799500000	538300000	0.00	0	0.00	
Medicines & Diet	404514000	0	0.00	340076721	84.07	
Repairs & Maintenance	414900000	0	0.00	236403754	56.98	
Contingencies	91203000	0	0.00	47313470	51.88	
Stores	228554000	0	0.00	221065323	96.72	
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)			13,153
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			25,326
		i) For Incineration	5,086
		ii)For Autoclaving	20,240

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

Signature	Designation				

