

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital K.E.M.

Month	July	Year	
From	01. 07. 2017	To	31. 07. 2017
1. General Information :			
Telephone No.	24136051	Fax	24142503
Name of Head of Hospital	Dr. Avinash	Surname	Supre
No of Beds	1,800		
No of Operation Theatres	17		
Whether Hospital has Blood Bank	Yes		
e- mail Id	asmckemh@kem.edu		
Designation	Dean		
No of Wards	54		

2. Out Patients	
1. No. of days OPD worked during the month	26
2. No. of Out Patients registered during the month	

a) Old OPD	118,735
b) New OPD	58,755
	855

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)

3. Inpatients a) General

1. Total Admissions during the month	7,210
2. Average stay of patient (days) (*)	7.25
(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	31	810
4A	44	31	1,370
8	36	31	1,351
9	40	31	173
11	40	31	959
12	44	31	447
14A	44	31	665
32	52	31	304

c) Operations carried out during the month

Major Operations	2,465
Minor Operations	2,533

d) No. of deaths during the month

Total No(i +ii)	514
i) Natural	431
ii) Un Natural	83

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	271
b) From Hospital Blood Bank without replacement	362
c) From Hospital Blood Bank with voluntary replacement	1,512
d) From outside	1,153
e) Stock at the end of the month	116

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	$6=(2)+(3)-[(4)+(5)]$
			$4 \leq (2)+(3)$	$5 \leq (2)+(3)$	$6 \geq 0$
1)Anti-Pyretic Syrup(Bottles)	12,475	0	2,100	135	10,240
2)Anti-Pyretic Tablets(Nos)	4,018	230	116	32	4,100
3)Anti-Pyretic Injections(Vials)	2,090	0	0	2,000	90
4)Anti-biotics Syrup(Bottles)	5,873	4,750	1,300	92	9,231
5)Anti-biotics Capsules(Nos)	12,705	0	1,470	530	10,705
6)Anti-biotics Injections(Vials)	60,102	8,050	0	28,000	40,152
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Glucose(Bottles)	16,000	0	0	4,000	12,000
9)IV Fluids Glucose Saline(Bottles)	0	30,000	0	30,000	0
10)IV Fluids Ringer Lactate(Bottles)	0	21,000	0	11,000	10,000
11)Anaesthesia drugs Injections(Vials)	15,214	950	0	3,500	12,664
12)Vitamins Syrup(Bottles)	3,220	0	1,800	180	1,240
13)Vitamins Tablets(Nos)	25,038	0	15,500	910	8,628
14)Ointments Tubes(Nos)	6,350	0	850	220	5,280
15)Mixtures/Syrups (Bottles)	26,303	4,750	5,200	407	25,446

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	37,010	15,000	2,650	49,360
ii) Bed Linen	7,407	0	502	6,905
iii) Patient's Linen	3,722	0	160	3,562
iv) Surgeon's Linen	2,288	2,930	1,045	4,173

8. Equipment(in Use or not in Use)							
Equipment	Total Nos. of Units provided	No.of break downs during the month	Total Equip Days Not Used	Break up of not used equip-days according to reason			
1	2	3	4 4=(5)+(6)+(7)+(8)	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/replaced)	Proposals Cancelled	Proposals Balance at the end of the month	Remarks
1	2	3	4	5=(1)+(2)-[(3)+(4)]	6
84	2	5	0	76	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/replaced)	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	11,034	10,680				
B. Honoraries	0	0				
C. Residents	27,280	27,175				
2. Nursing Staff	23,482	19,569				
3. Paramedical staff (Other than nursing)	8,723	8,564				
4. Engineers	240	240				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	2,298	2,263				
6. Class IV Employees	43,290	35,705				
7. Administrative Staff	7,088	6,878				

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	78	38	31	11
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	86	0	0	0
2. Nursing Staff	970	17	84	0	26	0
3. Paramedical staff (Other than nursing)	377	140	98	84	96	84
4. Engineers	10	0	0	0		0
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	163	0	39	0	39	0
6. Class IV Employees	2,049	129	439	4	339	4
7. Administrative Staff	382	12	109	11	61	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	2723529000		0.00	343787489	12.62	
Plant & Machinery	604000000	332668469	0.00	0	0.00	
Medicines & Diet	451343000	0	0.00	274775223	60.88	
Repairs & Maintenance	451300000	0	0.00	94291271	20.89	
Contingencies	90053000	0	0.00	17654722	19.60	
Stores	224350000	0	0.00	114412917	51.00	
Deputation	580000	0	0.00	0	0.00	
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 & Refregation	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)			13,060
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			25,853
		i) For Incineration	9,769
		ii)For Autoclaving	16,084

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

Signature	Designation				

