

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	May	Year	
From	01. 05. 2017	To	31. 05. 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	1,05,457	
b) New OPD	50,643	
3. No. of OPD Registration counter days	799	

(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	6,613	
2. Average stay of patient (days) (*)	7.29	1
(Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)		
3. Average bed occupancy (%) (**)	0.86	
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 occupancy was more than 100%	Total excess bed days
4	40	31	921
4A	44	31	1,086
8	36	31	892
9	40	31	269
11	40	31	601
12	44	31	337
14A	44	31	682
32	52	31	39

c) Operations carried out during the month

Major Operations	2,457
Minor Operations	2,421

d) No. of deaths during the month

Total No(i +ii)	504
i) Natural	398
ii) Un Natural	106

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	96
b) From Hospital Blood Bank without replacement	498
c) From Hospital Blood Bank with voluntary replacement	1,325
d) From outside	601
e) Stock at the end of the month	96

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)	2,510	12,000	425	85	14,000
2)Anti-Pyretic Tablets(Nos)	4,300	0	102	30	4,168
3)Anti-Pyretic Injections(Vials)	8,090	10,000	0	12,000	6,090
4)Anti-biotics Syrup(Bottles)	8,153	0	875	120	7,158
5)Anti-biotics Capsules(Nos)	15,060	2,200	1,850	625	14,785
6)Anti-biotics Injections(Vials)	32,702	88,600	0	40,000	81,302
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Glucose(Bottles)	21,000	0	0	3,000	18,000
9)IV Fluids Glucose Saline(Bottles)	5,000	45,000	0	25,000	25,000
10)IV Fluids Ringer Lactate(Bottles)	20,000	0	0	20,000	0
11)Anaesthesia drugs Injections(Vials)	10,214	10,000	0	3,500	16,714
12)Vitamins Syrup(Bottles)	7,820	0	2,100	350	5,370
13)Vitamins Tablets(Nos)	3,303	0	1,120	325	1,858
14)Ointments Tubes(Nos)	6,675	1,200	1,210	275	6,390
15)Mixtures/Syrups (Bottles)	22,148	12,000	2,525	360	31,263

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	52,410	0	3,300	49,110
ii) Bed Linen	2,582	0	1,434	1,148
iii) Patient's Linen	4,366	0	294	4,072
iv) Surgeon's Linen	3,022	1,050	2,036	2,036

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
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 1	Sanctioned during the month 2	Completed (Equipment procure/replac ed) 3	Proposals Cancelled 4	Proposals Balance at the end of the month $5=(1)+(2)-$ $[(3)+(4)]$	Remarks 6
77	6	2	0	69	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 1	Sanctioned during the month 2	Completed (Equipment procure/replac ed) 3	Proposals Cancelled 4	Proposals Balance at the end of the month $5=(1)+(2)-$ $[(3)+(4)]$	Remarks 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	10,714	10,497				
B. Honoraries	0	0				
C. Residents	29,915	29,824				
2. Nursing Staff						
3. Paramedical staff (Other than nursing)	9,041	8,788				
4. Engineers						
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	2,079	1,798				
6. Class IV Employees						
7. Administrative Staff	6,819	6,254				

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	77	38	31	11
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	0	0
2. Nursing Staff						
3. Paramedical staff (Other than nursing)	377	140	95	84	93	56
4. Engineers						
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	163	0	44	0	44	0
6. Class IV Employees						
7. Administrative Staff	382	12	106	11	58	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	2723529000		0.00	114283710	4.20	
Plant & Machinery	604000000	302185772	0.00	0	0.00	
Medicines & Diet	451343000	0	0.00	243461986	53.94	
Repairs & Maintenance	451300000	0	0.00	49837740	11.04	
Contingencies	90053000	0	0.00	7138553	7.93	
Stores	224350000	0	0.00	89840382	40.04	
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/ Areas	Service	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)			12,055
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			23,041
		i) For Incineration	8,576
		ii)For Autoclaving	14,465

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

Signature	Designation				

to
Others
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