

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	JAN	Year	2022
From	01.01.2022	To	31.01.2022

1. General Information :

Telephone No.	24136051	Fax	24142503	e- mail Id	asmckemh@kem.edu
Name of Head of Hosp	Dr. SANGEETA	Surname	RAVAT	Designation	Dean
No of Beds	2,250			No of Wards	54
No of Operation Theatr	20				
Whether Hospital has Blood Bank	Yes				

2. Out Patients

1. No. of days OPD worked during the month	31
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2. No. of Out Patients registered during the month

	OPD Jan-21	OPD Jan-22	Difference
a) New OPD	38,417	43,916	5,499
b) Old OPD	69,737	87,808	18,071
Total	1,08,154	1,31,724	23,570

3. No. of OPD Registration counter days	824
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(to calculate the counter days add the actual number of registration counters opened for each working OPD day in the mor

3. Inpatients a) General

	Jan-21	Jan-22	MINUS Difference
1. Total Admissions during the month	4,993	4,572	421

2. Average stay of patient (days) (*)	8.58
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(Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)

3. Average bed occupancy (%) (**)	56%
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(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	Alloted Bed	No. of days occup-ancy was more than 100%	Total excess bed days
4	40	31	338
4A	44	31	269
8	48	31	1160
9	42	31	148
11	40	31	200
12	52	31	675

14A	45	31	931
32	52	31	1102

c) Operations carried out during the month

	Jan-21	Jan-22	Difference
Major Operations	1,977	2164	187
Minor Operations	2,087	2049	38

MINUS

d) No. of deaths during the month

Total No(i +ii)	513
i)Natural	474
ii)Un Natural	39

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	199
b)From Hospital Blood Bank Indoor voluntary	82
c)From Hospital Blood Bank with voluntary replac	1,392
d)From outside	408
e)Stock at the end of the month	216

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)	2,428	0	305	148	1,975
2)Anti-Pyretic Tablets(Nos)	9,970	64,000	6,305	2,210	65,455
3)Anti-Pyretic Injections(Vials)	2,380	18,000	0	8,500	11,880
4)Anti-biotics Syrup(Bottles)	1,894	0	385	265	1,244
5)Anti-biotics Capsules(Nos)	20,685	0	4,315	2,150	14,220
6)Anti-biotics Injections(Vials)	11,765	6,000	0	9,350	8,415
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	18,812	0	0	2,000	16,812
9)IV Fluids Glucose Saline(Bottles)	51,000	0	0	18,000	33,000
10)IV Fluids Ringer Lactate(Bottles)	40,000	0	0	25,000	15,000
11)Anaesthesia drugs Injections(Vials)	9,914	2,000	0	6,500	5,414
12)Vitamins Syrup(Bottles)	7,130	3,000	1,220	825	8,085

13)Vitamins Tablets(Nos)	53,600	25,000	18,300	11,210	49,090
14)Ointments Tubes(Nos)	2,546	3,000	950	415	4,181
15)Mixtures/Syrups (Bottles)	1,501	3,000	1,210	850	2,441
16)Anti Mameria Cap	0	0	0	0	0

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 supply during the month	Issued material during the month	Balanced Material at the end of the month
1	2	3	4	5= (2)+(3)-(4)
i) Operation Linen	15,640	0	4,450	11,190
ii) Bed Linen	100	2,225	1,250	1,075
iii) Patient's Linen	3,700	0	350	3,350
iv) Surgeon's Linen	6,990	0	850	6,140

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
Yag Laser Machine	1		0				
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				
C ARM	5		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 File under process/New process
1	2	3	4	5=(1)+(2)-[(3)+(4)]	6
207	2	3	0	202	202/6

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
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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<=(1)+(2)	4 4=(1)+(2)-(3)	5 5<=(4)
0	0	0	0	0

9. Staff Details A-Attendance

Category	Total Mandays Available*	Total Mandays Present**	Remarks			
1	2	3 3<=(2)	4			
1. DNovors						
A. Full Time Dr.	12,733	7,610				
B. Honoraries	0	0				
C. Residents	22,196	22,166				
2. Nursing Staff	27,950	24,025				
3. Paramedical staff (Other than nursing)	8,091	7,893				
4. Engineers	250	248				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,710	1,526				
6. Class IV Employees	36,333	28,478				
7. Administrative Staff	6,403	6,051				

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	
	Schd.	Non-Schd.	Schd.	Non-Schd.	Schd.	Non-Schd.
1	2	3	4	5	6	7
			4<=(2)	5<=(3)	6<=(4)	7<=(5)
1. DNovors						

A. Full Time Dr.	451	132	152	117	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0
2. Nursing Staff	969	232	126	0	26	0
3. Paramedical staff (Other than nursing)	379	140	111	84	110	84
4. Engineers	10	0	0	0	0	0
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	157	0	92	0	91	0
6. Class IV Employees	2,188	3	738	3	701	3
7. Administrative Staff	380	11	96	11	93	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		Cumulative Expenditure upto		Remarks, if any
		Amount 3 3<=(2)	% 4	Amount 5 5<=(2)	% 6	
Establishment	3428949000	0	0.00	2196804182	64.1	
Plant & Machinery	505000000	115945716	0.00		0.0	
Medicines & Diet	561500000	0	0.00	358520691	63.9	
Repairs & Maintenance	351760000	0	0.00	298170239	84.8	
Contingencies	112121000	0	0.00	79203248	70.6	
Stores	267500000	0	0.00	216794391	81.0	
Deputation	150000	0	0.00	0	0.0	
Miscellaneous	0	0	0.00	0	0.0	

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				
	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)			10
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			11,764
		i) For Incineration	4,846
		ii)For Autoclaving	6,918

13 Remarks of Dean/MS/Ch. M.O						

computerisation of records / Biometrix in progress

Signature	Designation					

