

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	JANUARY	Year	2022	
From	01.01.2023	To	31.01.2023	

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
--	----

2. No. of Out Patients registered during the month

	OPD Jan-22	OPD Jan-23	Difference
a) New OPD	43,916	49,176	5,260
b) Old OPD	87,808	1,05,342	17,534
Total	1,31,724	1,54,518	22,794

3. No.of OPD Registration counter days	858
--	-----

(to calculate the counter days add the actual number of registration counters opened for each working OPD day in the mon

3. Inpatients a) General

	Jan-22	Jan-23	Difference
1. Total Admissions during the month	4,572	5,875	1303

2. Average stay of patient (days) (*)	7.9
---------------------------------------	-----

(Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)

3. Average bed occupancy (%) (**)	67%
-----------------------------------	-----

(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	60	31	146
4A	58	31	138
8	60	31	35
9	50	31	764
11	50	31	753
12	54	31	77
14A	55	31	196
32	68	31	741

c) Operations carried out during the month			
	Jan-22	Jan-23	Difference
Major Operations	2,164	2782	618
Minor Operations	2,049	2839	790

d) No. of deaths during the month

Total No(i +ii)	596
i)Natural	521
ii)Un Natural	75

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	284
b)From Hospital Blood Bank Indoor voluntary	149
c)From Hospital Blood Bank with voluntary repla	2,140
d)From outside	1,130
e)Stock at the end of the month	193

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)	4,110	0	725	310	3,075
2)Anti-Pyretic Tablets(Nos)	49,700	0	8,175	3,820	37,705
3)Anti-Pyretic Injections(Vials)	15,000	10,000	0	12,450	12,550
4)Anti-biotics Syrup(Bottles)	1,911	11,000	920	705	11,286
5)Anti-biotics Capsules(Nos)	11,711	20,000	1,820	1,190	28,701
6)Anti-biotics Injections(Vials)	52,815	20,000	0	23,600	49,215
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	6,300	0	0	300	6,000
9)IV Fluids Glucose Saline(500ml)	0	45,000	0	15,000	30,000
10)IV Fluids Ringer Lactate(Bottles)	0	52,000	0	12,000	40,000
11)Anaesthesia drugs Injections(Vials)	4,454	3,000	0	3,850	3,604
12)Vitamins Syrup(Bottles)	1,985	6,000	750	470	6,765
13)Vitamins Tablets(Nos)	1,31,905	50,000	16,320	5,810	1,59,775
14)Ointments Tubes(Nos)	2,146	0	465	345	1,336

15)Mixtures/Syrups (Bottles)	7,360	6,000	1,670	1,175	10,515
16)Anti Mameria Cap	1090	0	240	195	655

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	19,400	0	5,500	13,900
ii) Bed Linen	368	0	200	168
iii) Patient's Linen	6,070	0	250	5,820
iv) Surgeon's Linen	7,952	0	550	7,402

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 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	6		0				
Anaesthesia Machine	40		0				
Operation Tables	50		0				
X-Ray Machine	16		0				
Lifts	26	83	723				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	46	140				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6	31	155				
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
235	2	1	0	234	230/5

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 File under process/New process
1	2	3	4	5=(1)+(2)-[(3)+(4)]	6

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.	13,082	7,794					
B. Honoraries	0	0					
C. Residents	32,674	32,344					
2. Nursing Staff	30,030	26,128					
3. Paramedical staff (Other than nursing)	8,394	8,246					
4. Engineers	260	260					
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,743	1,711					
6. Class IV Employees	35,385	26,163					
7. Administrative Staff	6,546	6,270					

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	157	119	44	99
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	0	0	0	0

2. Nursing Staff	963	232	44	0	25	0
3. Paramedical staff (Other than nursing)	376	140	108	84	108	84
4. Engineers	10	0	0	0	0	0
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	157	0	91	0	91	0
6. Class IV Employees	2,186	3	821	2	746	2
7. Administrative Staff	378	11	99	11	92	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		Cumulative Expenditure upto		Remarks, if any
		Amount 3 3<=(2)	% 4	Amount 5 5<=(2)	% 6	
Establishment	4272950000	0	0.00	2279072164	53.3	
Plant & Machinery	375000000	193813387.7	0.00		0.0	
Medicines & Diet	483500000	0	0.00	2279072164	471.4	
Repairs & Maintenance	382860000	0	0.00	354654903	92.6	
Contingencies	208587000	0	0.00	136252565	65.3	
Stores	272850000	0	0.00	259017904	94.9	
Deputation		0	0.00	2,00,000	#DIV/0!	#DIV/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)			11,616
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			29,225
		i) For Incineration	11,925
		ii)For Autoclaving	17,300

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

--

Signature	Designation					

a

