

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	MARCH	Year	2023
From	01.03.2023	To	31.03.2023

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	25
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2. No. of Out Patients registered during the month

	OPD Mar-22	OPD Mar-23	Difference
a) New OPD	52,812	50,118	2,694
b) Old OPD	1,03,949	1,03,943	6
Total	1,56,761	1,54,061	2,700

3. No. of OPD Registration counter days	776
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(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

	Feb-22	Feb-23	Difference
1. Total Admissions during the month	5,708	5,945	237

2. Average stay of patient (days) (*)	8.1
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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 (%) (**)	69%
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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	60	31	358
4A	58	31	66
8	60	31	224
9	50	31	717
11	50	31	779
12	54	31	470
14A	55	31	311
32	68	31	59

c) Operations carried out during the month

	Mar-22	Mar-23	Difference
Major Operations	2,935	2839	96
Minor Operations	2,813	2996	153

d) No. of deaths during the month

Total No(i +ii)	588
i) Natural	518
ii) Un Natural	70

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	173
b) From Hospital Blood Bank Indoor voluntary	135
c) From Hospital Blood Bank with voluntary repla	1,287
d) From outside	1,175
e) Stock at the end of the month	105

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)	2,085	0	625	270	1,190
2)Anti-Pyretic Tablets(Nos)	69,345	0	9,820	4,350	55,175
3)Anti-Pyretic Injections(Vials)	15,050	10,000	0	7,800	17,250
4)Anti-biotics Syrup(Bottles)	14,201	0	1,305	910	11,986
5)Anti-biotics Capsules(Nos)	25,561	0	2,140	1,350	22,071
6)Anti-biotics Injections(Vials)	37,215	10,000	0	24,500	22,715
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	6,000	0	0	3,000	3,000
9)IV Fluids Glucose Saline(500ml)	8,000	0	0	3,000	5,000
10)IV Fluids Ringer Lactate(Bottles)	38,000	0	0	15,000	23,000
11)Anaesthesia drugs Injections(Vials)	9,104	6,500	0	6,300	9,304
12)Vitamins Syrup(Bottles)	5,335	0	1,080	625	3,630
13)Vitamins Tablets(Nos)	1,65,295	0	20,115	8,210	1,36,970
14)Ointments Tubes(Nos)	5,596	0	675	520	4,401
15)Mixtures/Syrups (Bottles)	12,000	0	2,385	1,535	8,080
16)Anti Mameria Cap	270	0	150	120	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 1	Opening Balance at the beginning of the month 2	Received supply during the month 3	Issued material during the month 4	Balanced Material at the end of the month 5= (2)+(3)-(4)
i) Operation Linen	17,000	0	3,224	13,776
ii) Bed Linen	1,918	0	360	1,558
iii) Patient's Linen	5,595	5,300	8,740	2,155
iv) Surgeon's Linen	9,902	0	0	9,902

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	86	720				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	40	146				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6	25	161				
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/replac ed)	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
238	2	1	0	238	234/4

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 File under process/Ne w 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	4	5
		3<=(1)+(2)	4=(1)+(2)-(3)	5<=(4)
0	0	0	0	0

9. Staff Details A-Attendance

Category	Total Mandays Available*	Total Mandays Present**	Remarks			
1	2	3	4			
		3<=(2)				
1. DNovors						
A. Full Time Dr.	12,723	7,601				
B. Honoraries	0	0				
C. Residents	31,992	13,558				
2. Nursing Staff	31,208	27,219				
3. Paramedical staff (Other than nursing)	9,900	5,923				
4. Engineers	270	270				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,710	1,588				
6. Class IV Employees	32,828	22,650				
7. Administrative Staff	6,342	6,006				

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	158	119	38	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	0	0
2. Nursing Staff	966	232	45	0	26	0
3. Paramedical staff (Other than nursing)	379	140	109	84	109	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	2,188	3	824	3	743	2
7. Administrative Staff	379	11	100	11	93	0

10. Budget :						
Figures in Rs progressive (cumulative) 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	3072725165	71.9	
Plant & Machinery	399800000	23783389.85	0.00		0.0	
Medicines & Diet	483500000	0	0.00	486787625	100.7	
Repairs & Maintenance	382860000	0	0.00	292859117	76.5	
Contingencies	208587000	0	0.00	285814379	137.0	
Stores	272850000	0	0.00	258890600	94.9	
Deputation		0	0.00	2,10,000	#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)		12,041
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)		27,911
	i) For Incineration	12,912
	ii)For Autoclaving	14,999

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

Signature	Designation				