

## MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

<b>Month</b>	APRIL	<b>Year</b>	2023
<b>From</b>	01.04.2023	<b>To</b>	30.04.2023

### 1. General Information :

Telephone No.	24136051	Fax	24142503	e- mail Id	<a href="mailto:asmckemh@kem.edu">asmckemh@kem.edu</a>
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	22
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#### 2. No. of Out Patients registered during the month

	OPD Apr-22	OPD Apr-23	Difference
a) New OPD	46,113	43,589	2,524
b) Old OPD	92,934	98,244	5,310
<b>Total</b>	<b>1,39,047</b>	<b>1,41,833</b>	<b>2,786</b>

3. No. of OPD Registration counter days	714
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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

	Apr-22	Apr-23	Difference
1. Total Admissions during the month	5,353	5,157	196

2. Average stay of patient (days) (*)	8.41
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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 (%) (**)	64%
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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	70	30	445
4A	70	30	690
8	80	30	886
9	70	30	140
11	70	30	515
12	70	30	301
14A	55	30	474
32	68	30	51

<b>c) Operations carried out during the month</b>			
	Apr-22	Apr-23	difference
Major Operations	2,740	2577	163
Minor Operations	2,528	2843	315

**d) No. of deaths during the month**

Total No( i +ii )	493
i)Natural	410
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	105
b)From Hospital Blood Bank Indoor voluntary	169
c)From Hospital Blood Bank with voluntary repla	2,153
d)From outside	576
e)Stock at the end of the month	451

**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 6=(2)+(3)-[(4)+(5)]
			4<= (2)+(3)	5<= (2)+(3)	6 >= 0
1)Anti-Pyretic Syrup(Bottles)	1,190	4,000	790	310	4,090
2)Anti-Pyretic Tablets(Nos)	55,175	0	9,410	4,520	41,245
3)Anti-Pyretic Injections(Vials)	17,250	0	0	7,500	9,750
4)Anti-biotics Syrup(Bottles)	11,986	0	1,250	905	9,831
5)Anti-biotics Capsules(Nos)	22,071	0	1,925	1,245	18,901
6)Anti-biotics Injections(Vials)	22,715	20,000	0	22,000	20,715
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	3,000	0	0	2,500	500
9)IV Fluids Glucose Saline(500ml)	5,000	15,000	0	20,000	0
10)IV Fluids Ringer Lactate(Bottles)	23,000	0	0	15,000	8,000
11)Anaesthesia drugs Injections(Vials)	9,304	6,000	0	5,800	9,504
12)Vitamins Syrup(Bottles)	3,630	0	940	560	2,130
13)Vitamins Tablets(Nos)	1,36,970	0	19,830	8,110	1,09,030
14)Ointments Tubes(Nos)	4,401	5,000	925	710	7,766

15) Mixtures/Syrups (Bottles)	8,080	0	2,190	1,465	4,425
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	13,776	3,300	375	16,701
ii) Bed Linen	1,558	1,300	1,349	1,509
iii) Patient's Linen	2,155	2,075	282	3,948
iv) Surgeon's Linen	9,902	4,360	1,394	12,868

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	100	680				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	42	138				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6	0	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
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/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.	11,997	6,925					
B. Honoraries	0	0					
C. Residents	32,643	30,349					
2. Nursing Staff	28,904	25,022					
3. Paramedical staff (Other than nursing)	9,584	9,363					
4. Engineers	250	250					
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,611	1,516					
6. Class IV Employees	30,165	19,924					
7. Administrative Staff	5,728	5,432					

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	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	0	0	1	0

2. Nursing Staff	969	232	45	0	26	0
3. Paramedical staff (Other than nursing)	379	141	109	93	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	831	3	745	2
7. Administrative Staff	379	11	100	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 the		Cumulative Expenditure upto		Remarks, if any
		Amount 3 3<=(2)	% 4	Amount 5 5<=(2)	% 6	
Establishment	4492347000	0	0.00	170482171	3.8	
Plant & Machinery	399800000	30746529.58	0.00		0.0	
Medicines & Diet	591400000	0	0.00	69744656	11.8	
Repairs & Maintenance	355960000	0	0.00	133676233	37.6	
Contingencies	368702000	0	0.00	26878050	7.3	
Stores	29813500	0	0.00	57654322	193.4	
Deputation	450000	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)			10,851
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			24,984
		i) For Incineration	12,708
		ii)For Autoclaving	15,860

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

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Signature	Designation					