

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	MAY	Year	2023
From	01.05.2023	To	31.05.2023

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	27
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2. No. of Out Patients registered during the month

	OPD May-22	OPD May-23	Difference
a) New OPD	47,371	45,363	2,008
b) Old OPD	94,914	99,889	4,975
Total	1,42,285	1,45,252	2,967

3. No. of OPD Registration counter days	863
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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

	May-22	May-23	Difference
1. Total Admissions during the month	5,505	5,010	495

2. Average stay of patient (days) (*)	7.72
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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 (%) (**)	55%
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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	31	1694
4A	70	31	1981
8	80	31	1278
9	70	31	498
11	70	31	1718
12	70	31	1617
14A	55	31	339
32	68	31	249

c) Operations carried out during the month

	May-22	May-23	difference
Major Operations	2,745	2446	299
Minor Operations	2,582	2917	335

d) No. of deaths during the month

Total No(i +ii)	390
i) Natural	339
ii) Un Natural	51

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	451
b) From Hospital Blood Bank Indoor voluntary	155
c) From Hospital Blood Bank with voluntary repla	851
d) From outside	732
e) Stock at the end of the month	149

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)	4,090	0	755	305	3,030
2)Anti-Pyretic Tablets(Nos)	41,245	15,000	9,220	4,410	42,615
3)Anti-Pyretic Injections(Vials)	9,750	10,000	0	5,800	13,950
4)Anti-biotics Syrup(Bottles)	9,831	0	1,120	890	7,821
5)Anti-biotics Capsules(Nos)	18,901	25,000	2,350	1,520	40,031
6)Anti-biotics Injections(Vials)	20,715	20,000	0	15,900	24,815
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	500	9,700	0	1,000	9,200
9)IV Fluids Glucose Saline(500ml)	0	21,000	0	17,000	4,000
10)IV Fluids Ringer Lactate(Bottles)	8,000	21,000	0	12,000	17,000
11)Anaesthesia drugs Injections(Vials)	9,504	3,300	0	4,600	8,204
12)Vitamins Syrup(Bottles)	2,130	0	845	425	1,285
13)Vitamins Tablets(Nos)	1,09,030	0	20,130	8,950	79,950
14)Ointments Tubes(Nos)	7,766	1,000	1,050	825	6,891
15)Mixtures/Syrups (Bottles)	4,425	0	1,965	1,315	1,145
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	16,701	0	1,400	15,301
ii) Bed Linen	1,509	640	1,180	1,509
iii) Patient's Linen	3,948	0	360	3,638
iv) Surgeon's Linen	12,868	0	1,545	11,323

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	80	726				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	35	151				
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/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	1	1	0	237	/

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 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.	12,723	7,372				
B. Honoraries	0	0				
C. Residents	32,705	26,626				
2. Nursing Staff	28,643	24,633				
3. Paramedical staff (Other than nursing)	9,879	9,667				
4. Engineers	260	250				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,743	1,650				
6. Class IV Employees	33,706	22,290				
7. Administrative Staff	6,546	6,197				

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	160	119	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0
2. Nursing Staff	1194	7	140	0	26	0
3. Paramedical staff (Other than nursing)	379	140	110	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	2,189	3	840	3	752	2
7. Administrative Staff	380	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	4492347000	0	0.00	485418569	10.8	
Plant & Machinery	399800000	37746530.34	0.00		0.0	
Medicines & Diet	591400000	0	0.00	181347090	30.7	
Repairs & Maintenance	355960000	0	0.00	178319482	50.1	
Contingencies	368702000	0	0.00	66792024	18.1	
Stores	29813500	0	0.00	90776159	304.5	
Deputation	0	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)		9,674
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)		25,715
	i) For Incineration	10,116
	ii)For Autoclaving	15,599

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

computerisation of records / Biometrix in progress
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Signature	Designation

