

# MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

<b>Month</b>	DECEMBER	<b>Year</b>	2022
<b>From</b>	1.12.2022	<b>To</b>	31.12.2022

## 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	31
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### 2. No. of Out Patients registered during the month

	OPD Dec-21	OPD Dec-22	Difference
a) New OPD	50,406	53,944	3,538
b) Old OPD	94,827	1,14,868	20,041
<b>Total</b>	<b>1,45,233</b>	<b>1,68,812</b>	<b>23,579</b>

3. No. of OPD Registration counter days	895
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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

	Dec-21	Dec-22	differende
1. Total Admissions during the month	5,625	5,891	266

2. Average stay of patient (days) (*)	8.01
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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 (%) (**)	68%
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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	122
4A	58	31	123
8	60	31	208
9	50	31	755
11	50	31	522
12	54	31	275
14A	55	31	92
32	68	31	377

## c) Operations carried out during the month

	Dec-21	Dec-22	difference
Major Operations	2,977	2991	14
Minor Operations	2,737	3033	296

## d) No. of deaths during the month

Total No( i +ii )	648
i) Natural	574
ii) Un Natural	74

## 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	247
b) From Hospital Blood Bank Indoor voluntary	146
c) From Hospital Blood Bank with voluntary repla	2,175
d) From outside	443
e) Stock at the end of the month	284

**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)	4,990	0	610	270	4,110
2)Anti-Pyretic Tablets(Nos)	61,330	0	8,120	3,510	49,700
3)Anti-Pyretic Injections(Vials)	8,500	20,000	0	13,500	15,000
4)Anti-biotics Syrup(Bottles)	3,046	0	625	510	1,911
5)Anti-biotics Capsules(Nos)	13,745	0	1,220	815	11,711
6)Anti-biotics Injections(Vials)	48,315	30,000	0	25,500	52,815
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	7,300	0	1	1,000	6,300
9)IV Fluids Glucose Saline(500ml)	6,000	0	0	6,000	0
10)IV Fluids Ringer Lactate(Bottles)	22,000	0	0	22,000	0
11)Anaesthesia drugs Injections(Vials)	4,854	3,600	0	4,000	4,454
12)Vitamins Syrup(Bottles)	2,740	0	430	325	1,985
13)Vitamins Tablets(Nos)	1,49,430	0	13,300	4,225	1,31,905
14)Ointments Tubes(Nos)	2,886	0	405	315	2,146
15)Mixtures/Syrups (Bottles)	9,215	0	1,030	825	7,360
16)Anti Mameria Cap	1465	0	210	165	1090

**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	14,000	9,500	4,100	19,400
ii) Bed Linen	930	0	467	368
iii) Patient's Linen	6,165	0	95	6,070
iv) Surgeon's Linen	8,840	0	888	7,952

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	62	744				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	0	186				
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/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
230	5	3	4	233	217/6

**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/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
		$3 \leq (1)+(2)$	$4 = (1)+(2)-(3)$	$5 \leq (4)$
0	0	0	0	0

**9. Staff Details A-Attendance**

Category	Total Mandays Available*	Total Mandays Present**	Remarks			
1	2	3	4			
		$3 \leq (2)$				
1. DNovors						
A. Full Time Dr.	13,441	7,911				
B. Honoraries	0	0				
C. Residents	32,674	32,404				
2. Nursing Staff	31,181	27,274				
3. Paramedical staff (Other than nursing)	8,704	8,539				
4. Engineers	270	260				
5. Equipment Operators(X-Ray Tech., ECG Tech., etc.)	1,776	1,705				
6. Class IV Employees	36,938	26,555				
7. Administrative Staff	6,751	6,465				

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
			$4 \leq (2)$	$5 \leq (3)$	$6 \leq (4)$	$7 \leq (5)$
1. DNovors						
A. Full Time Dr.	451	132	156	119	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0
2. Nursing Staff	969	232	46	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	811	2	743	2
7. Administrative Staff	380	11	99	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	2225144146	52.1	
Plant & Machinery	575000000	174894950	0.00		0.0	
Medicines & Diet	483500000	0	0.00	420796835	87.0	
Repairs & Maintenance	382860000	0	0.00	341710604	89.3	
Contingencies	208587000	0	0.00	105909949	50.8	
Stores	272850000	0	0.00	248124356	90.9	
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)			11,808
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			27,856
		i) For Incineration	10,270
		ii)For Autoclaving	17,586

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

Signature	Designation					













