

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	JULY	Year	2023
From	01.07.2023	To	31.07.2023

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	26
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2. No. of Out Patients registered during the month

	OPD Jul-22	OPD Jul-23	Difference in minus
a) New OPD	50,597	44,348	6,249
b) Old OPD	98,186	94,741	3,445
Total	1,48,783	1,39,089	9,694

3. No. of OPD Registration counter days	829
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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

	Jul-22	Jul-23	fference in minus
1. Total Admissions during the month	5,751	5,350	401

2. Average stay of patient (days) (*)	7.93
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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 (%) (**)	60%
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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	26	31	1894
4A	27	31	1689
8	62	31	1000
9	84	31	151
11	27	31	1865
12	25	31	1866
14A	72	31	212
32	72	31	1962

c) Operations carried out during the month

	Jul-22	Jul-23	difference
Major Operations	2,888	2555	333
Minor Operations	2,676	3124	448

d) No. of deaths during the month

Total No(i +ii)	467
i) Natural	397
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	175
b) From Hospital Blood Bank Indoor voluntary	120
c) From Hospital Blood Bank with voluntary repla	2,465
d) From outside	381
e) Stock at the end of the month	391

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)	1,885	2,000	815	365	2,705
2)Anti-Pyretic Tablets(Nos)	48,745	0	9,520	4,710	34,515
3)Anti-Pyretic Injections(Vials)	9,000	15,000	0	7,500	16,500
4)Anti-biotics Syrup(Bottles)	8,106	0	1,325	940	5,841
5)Anti-biotics Capsules(Nos)	35,726	0	2,610	1,750	31,366
6)Anti-biotics Injections(Vials)	30,715	20,000	0	25,650	25,065
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	2,000	0	0	300	1,700
9)IV Fluids Glucose Saline(500ml)	0	8,400	0	4,000	4,400
10)IV Fluids Ringer Lactate(Bottles)	10,000	0	0	1,500	8,500
11)Anaesthesia drugs Injections(Vials)	16,454	8,100	0	6,500	18,054
12)Vitamins Syrup(Bottles)	4,155	0	1,435	610	2,110
13)Vitamins Tablets(Nos)	1,28,140	1,00,000	41,100	11,520	75,520
14)Ointments Tubes(Nos)	5,656	2,000	1,410	1,100	5,146
15)Mixtures/Syrups (Bottles)	4,300	2,000	2,760	1,550	1,990
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	13,251	0	1,650	11,601
ii) Bed Linen	2,762	0	906	1,856
iii) Patient's Linen	3,488	0	455	3,183
iv) Surgeon's Linen	10,597	0	2,307	8,290

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	120	660				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	40	140				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6	10	170				
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
208	3	3	2	206	206/0

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.	12,715	7,494				
B. Honoraries	0	0				
C. Residents	29,016	25,791				
2. Nursing Staff						
3. Paramedical staff (Other than nursing)	9,602	9,734				Invalid Input
4. Engineers	260	260				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,743	1,680				
6. Class IV Employees	33,656	24,643				
7. Administrative Staff	6,546	6,221				

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.	452	132	161	119	45	100
B. Honoraries	0	0	0	0	0	0
C. Residents	965	0	1	0	1	0
2. Nursing Staff						
3. Paramedical staff (Other than nursing)	379	140	109	84	106	84
4. Engineers	10	0	0	0	0	0
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	157	0	91	0	50	0
6. Class IV Employees	2,188	3	846	3	775	2
7. Administrative Staff	380	11	100	20	112	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	586161234	13.0	
Plant & Machinery	3998000000	90154080	0.00		0.0	
Medicines & Diet	5914000000	0	0.00	252748758	42.7	
Repairs & Maintenance	3559600000	0	0.00	265735431	74.7	
Contingencies	3687020000	0	0.00	107440743	29.1	
Stores	29813500	0	0.00	150484142	504.8	
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)			10,609
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			27,824
		i) For Incineration	10,808
		ii)For Autoclaving	17,016

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

Signature	Designation					

