

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS					
Hospital	K.E.M.				
Month	AUGUST	Year	2023		
From	01.08.2023	To	31.08.2023		
1. General Information :					
Telephone No.	24136051	Fax	24142503	e- mail Id	asmckemh@kem.edu
Name of Head of Hospital	Dr. SANGEETA	Surname	RAVAT	Designation	Dean
No of Beds	2,250			No of Wards	54
No of Operation Theatres	20				
Whether Hospital has Blood Bank		Yes			
2. Out Patients					
1. No. of days OPD worked during the month			26		
2. No. of Out Patients registered during the month					
	OPD	OPD	Difference		
	Aug-22	Aug-23	in minus		
a) New OPD	53,753	52,635	1,118		
b) Old OPD	1,01,523	1,08,869	7,346		
Total	1,55,276	1,61,504	8,464		
3. No. of OPD Registration counter days					
			833		
(to calculate the counter days add the actual number of registration counters opened for each working OPD day in the month)					
3. Inpatients a) General					
		Aug-22	Aug-23	Difference in minus	
1. Total Admissions during the month		6,199	5,35,05,628	571	
2. Average stay of patient (days) (*)					
		7.93			
(Total No. of days stayed by discharged patients divided by No. of discharged patients during the month)					
3. Average bed occupancy (%) (**)					
		66%			
(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 occupancy was more than 100%	Total excess bed days		
4	26	31	572		
4A	27	31	341		
8	62	31	490		
9	84	31	37		
11	27	31	566		
12	25	31	223		
14A	72	31	380		
32	72	31	266		
c) Operations carried out during the month					
	Aug-22	Aug-23	difference		
Major Operations	2,927	2591	336		
Minor Operations	2,829	3425	596		
d) No. of deaths during the month					
Total No(i +ii)	490				
i) Natural	173				
ii) Un Natural	287				
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			391		
b) From Hospital Blood Bank Indoor voluntary			46		
c) From Hospital Blood Bank with voluntary replacement			2,028		
d) From outside			101		
e) Stock at the end of the month			326		

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)	2,705	0	789	340	1,576	
2)Anti-Pyretic Tablets(Nos)	34,515	0	9,410	4,520	20,585	
3)Anti-Pyretic Injections(Vials)	16,500	10,000	0	8,900	17,600	
4)Anti-biotics Syrup(Bottles)	5,841	2,000	1,310	890	5,641	
5)Anti-biotics Capsules(Nos)	31,366	0	2,580	1,690	27,096	
6)Anti-biotics Injections(Vials)	25,065	32,500	0	25,650	31,915	
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0	
8)IV Fluids 5% Dextrose (Bottles)	1,700	0	0	300	1,400	
9)IV Fluids Glucose Saline(500ml)	4,400	13,000	0	3,000	14,400	
10)IV Fluids Ringer Lactate(Bottles)	8,500	0	0	3,000	5,500	
11)Anaesthesia drugs Injections(Vials)	18,054	2,100	0	6,800	13,354	
12)Vitamins Syrup(Bottles)	2,110	3,000	1,510	650	2,950	
13)Vitamins Tablets(Nos)	75,520	1,00,000	51,200	12,300	1,12,020	
14)Ointments Tubes(Nos)	5,146	0	1,385	1,150	2,611	
15)Mixtures/Syrups (Bottles)	1,990	5,000	2,690	1,540	2,760	
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	11,601	0	500	11,101			
ii) Bed Linen	1,856	0	471	1,385			
iii) Patient's Linen	3,183	0	286	2,897			
iv) Surgeon's Linen	8,290	7,000	1,471	13,819			

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	85	721				
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	2	184				
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		
206	2	3	1	202	202/0		
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				
1. DNovors							
A. Full Time Dr.	13,074	7,561					
B. Honoraries	0	0					
C. Residents	29,016	27,621					
2. Nursing Staff							
2. Nursing Staff	28,103	24,173					
3. Paramedical staff (Other than nursing)							
3. Paramedical staff (Other than nursing)	9,904	9,721					
4. Engineers							
4. Engineers	260	260					
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)							
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,743	1,707					
6. Class IV Employees							
6. Class IV Employees	33,506	24,067					
7. Administrative Staff							
7. Administrative Staff	6,546	6,194					
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	160	119	44	100	
B. Honoraries	0	0	0	0	0	0	
C. Residents	966	0	1	0	1	0	
2. Nursing Staff							
2. Nursing Staff	1194	7	159	1	26	0	
3. Paramedical staff (Other than nursing)							
3. Paramedical staff (Other than nursing)	378	140	108	84	108	84	
4. Engineers							
4. Engineers	10	0	0	0	0	0	
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)							
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	157	0	91	0	91	0	
6. Class IV Employees							
6. Class IV Employees	2,087	3	856	3	688	2	
7. Administrative Staff							
7. Administrative Staff	381	11	103	11	99	0	

