

# MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

|              |                   |             |                   |
|--------------|-------------------|-------------|-------------------|
| <b>Month</b> | <b>AUGUST</b>     | <b>Year</b> | <b>2023</b>       |
| <b>From</b>  | <b>01.09.2023</b> | <b>To</b>   | <b>30.09.2023</b> |

## 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 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<br>Sep-22 | OPD<br>Sep-23 | Difference<br>in minus |
| a) New OPD   | 55,296        | 48,186        | 7,110                  |
| b) Old OPD   | 1,06,644      | 1,01,669      | 4,975                  |
| Total  | 1,61,940      | 1,49,855      | 12,085                 |

|   |     |
|---|-----|
| 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

|                                      |        |        |                    |
|--------------------------------------|--------|--------|--------------------|
|                                      | Sep-22 | Sep-23 | ifference in minus |
| 1. Total Admissions during the month | 5,965  | 5,137  | 828                |

|                                       |      |
|---------------------------------------|------|
| 2. Average stay of patient (days) (*) | 8.06 |
|---------------------------------------|------|

(Total No .of days stayed by discharged patients divided by No. of discharged patients during the month)

|                                   |     |
|-----------------------------------|-----|
| 3. Average bed occupancy (%) (**) | 61% |
|-----------------------------------|-----|

( 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          | 30                                       | 380                   |
| 4A   | 27          | 30                                       | 593                   |
| 8    | 62          | 30                                       | 431                   |
| 9    | 84          | 30                                       | 237                   |
| 11   | 27          | 30                                       | 469                   |
| 12   | 25          | 30                                       | 366                   |
| 14A  | 72          | 30                                       | 508                   |
| 32   | 72          | 30                                       | 276                   |

## c) Operations carried out during the month

|                  |        |        |            |
|------------------|--------|--------|------------|
|                  | Sep-22 | Sep-23 | difference |
| Major Operations | 3,006  | 2504   | 502        |
| Minor Operations | 3,018  | 2883   | 135        |

## d) No. of deaths during the month

|                   |     |
|-------------------|-----|
| Total No( i +ii ) | 404 |
| i) Natural        | 348 |
| ii) Un Natural    | 56  |

## 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                 | 326   |
| b) From Hospital Blood Bank Indoor voluntary           | 89    |
| c) From Hospital Blood Bank with voluntary replacement | 1,322 |
| d) From outside  | 728   |
| e) Stock at the end of the month                       | 37    |

| 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<br>$5=(2)+(3)-(4)$        |
| 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)  | 1,576                               | 2,000                              | 725                          | 305   | 2,546                         |
| 2)Anti-Pyretic Tablets(Nos)  | 20,585                              | 20,000                             | 9,320                        | 4,310   | 26,955                        |
| 3)Anti-Pyretic Injections(Vials)   | 17,600                              | 15,000                             | 0                            | 9,800   | 22,800                        |
| 4)Anti-biotics Syrup(Bottles)  | 5,641                               | 0                                  | 1,320                        | 905   | 3,416                         |
| 5)Anti-biotics Capsules(Nos)   | 27,096                              | 0                                  | 2,610                        | 1,710   | 22,776                        |
| 6)Anti-biotics Injections(Vials)   | 31,915                              | 10,500                             | 0                            | 17,550  | 24,865                        |
| 7)Anti-Tuberculosis Tablets(Nos)   | 0                                   | 0                                  | 0                            | 0   | 0                             |
| 8)IV Fluids 5% Dextrose (Bottles)  | 1,400                               | 18,000                             | 0                            | 2,000   | 17,400                        |
| 9)IV Fluids Glucose Saline(500ml)  | 14,400                              | 30,000                             | 0                            | 17,000  | 27,400                        |
| 10)IV Fluids Ringer Lactate(Bottles)                                     | 5,500                               | 19,000                             | 0                            | 6,000   | 18,500                        |
| 11)Anaesthesia drugs Injections(Vials)                                   | 13,354                              | 6,000                              | 0                            | 5,800   | 13,554                        |
| 12)Vitamins Syrup(Bottles)   | 2,950                               | 1,000                              | 1,500                        | 670   | 1,780                         |
| 13)Vitamins Tablets(Nos)   | 1,12,020                            | 0                                  | 46,200                       | 10,300  | 55,520                        |
| 14)Ointments Tubes(Nos)  | 2,611                               | 2,000                              | 1,250                        | 1,130   | 2,231                         |
| 15)Mixtures/Syrups (Bottles)   | 2,760                               | 4,000                              | 2,820                        | 1,575   | 2,365                         |
| 16)Anti Mameria Cap  | 0                                   | 500                                | 100                          | 100   | 300                           |

| 2)Purchased from outside               |                   |                                |                         |                   |
|--|-------------------|--------------------------------|-------------------------|-------------------|
| Drug<br><br>1                          | Quantity<br><br>2 | Cost(Rs)<br><br>3<br>3=(4)+(5) | Local Purchase(Cost Rs) |                   |
|  |                   |                                | Poor Box Fund<br>4      | From Imprest<br>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=<br>(2)+(3)-(4)                         |
| i) Operation Linen   | 11,101  | 0                                | 225                              | 10,876                                    |
| ii) Bed Linen  | 1,385   | 0                                | 127                              | 1,258                                     |
| iii) Patient's Linen   | 2,897   | 0                                | 305                              | 2,592                                     |
| iv) Surgeon's Linen  | 13,819  | 0                                | 550                              | 13,269                                    |

| 8. Equipment(in Use or not in Use) |  |   |  |  |                              |               |             |
|------------------------------------|--|---|--|--|------------------------------|---------------|-------------|
| Equipment<br><br>1                 | Total Nos. of<br>Units provided<br><br>2 | No.of break<br>downs during<br>the month<br><br>3 | Total Equip<br>Days Used<br><br>4<br>4=(5)+(6)+<br>(7)+(8) | Break up of not used equip-days according to<br>reason |                              |               |             |
|                                    |  |   |  | Equipment out<br>of Order(A)<br>5                      | Operator/s<br>Absent(B)<br>6 | Both A&B<br>7 | Others<br>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  | 60  | 120  |  |                              |               |             |
| Oxygen Supply System               | 2  |   | 0  |  |                              |               |             |
| Cath-Lab                           | 3  |   | 0  |  |                              |               |             |
| Dental Chairs                      | 5  |   | 0  |  |                              |               |             |
| D.G.Sets                           | 6  | 30  | 150  |  |                              |               |             |
| 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<br>of the month | Sanctioned<br>during the<br>month | Completed<br>(Equipment<br>procure/replac<br>ed) | Proposals<br>Cancelled | Proposals<br>Balance at the<br>end of the<br>month | Remarks<br>File under<br>process/New<br>process |
|--|-----------------------------------|--|------------------------|--|---|
| 1  | 2                                 | 3  | 4                      | 5=(1)+(2)-<br>[(3)+(4)]                            | 6   |
| 202                                      | 1                                 | 0  | 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<br>of the month | Sanctioned<br>during the<br>month | Completed<br>(Equipment<br>procure/replac<br>ed) | Proposals<br>Cancelled | Proposals<br>Balance at the<br>end of the<br>month | Remarks<br>File under<br>process/Ne<br>w process |
|--|-----------------------------------|--|------------------------|--|--|
| 1  | 2                                 | 3  | 4                      | 5=(1)+(2)-<br>[(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<br>3<=(1)+(2)           | 4<br>4=(1)+(2)-(3) | 5<br>5<=(4)             |
| 0  | 0                            | 0                         | 0                  | 0                       |

### 9. Staff Details A-Attendance

| Category   | Total Mandays Available* | Total Mandays Present** | Remarks |  |  |  |
|--|--------------------------|-------------------------|---------|--|--|--|
| 1  | 2                        | 3<br>3<=(2)             | 4       |  |  |  |
| 1. DNOvors   |                          |                         |         |  |  |  |
| A. Full Time Dr.                                   | 12,715                   | 7,453                   |         |  |  |  |
| B. Honoraries                                      | 0                        | 0                       |         |  |  |  |
| C. Residents                                       | 27,210                   | 26,670                  |         |  |  |  |
| 2. Nursing Staff                                   | 27,040                   | 23,008                  |         |  |  |  |
| 3. Paramedical staff (Other than nursing)          | 9,590                    | 9,388                   |         |  |  |  |
| 4. Engineers                                       | 250                      | 250                     |         |  |  |  |
| 5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.) | 1,644                    | 1,642                   |         |  |  |  |
| 6. Class IV Employees                              | 28,892                   | 20,939                  |         |  |  |  |
| 7. Administrative Staff                            | 5,934                    | 5,559                   |         |  |  |  |

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         | 161       | 0         | 26                     | 0         |
| 3. Paramedical staff (Other than nursing)          | 378                | 140       | 108       | 84        | 108                    | 84        |
| 4. Engineers                                       | 10                 | 0         | 0         | 0         | 0                      | 0         |
| 5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.) | 157                | 0         | 91        | 0         | 78                     | 13        |
| 6. Class IV Employees                              | 2,189              | 3         | 854       | 3         | 817                    | 2         |
| 7. Administrative Staff                            | 980                | 11        | 102       | 11        | 98                     | 0         |

Invalid Input

| 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<br>3<br>3<=(2)         | %<br>4 | Amount<br>5<br>5<=(2)       | %<br>6 |                 |
| Establishment   | 933022757                             | 0                             | 0.00   | 1026250829                  | 110.0  |                 |
| Plant & Machinery   | 399800000                             | 129395169.3                   | 0.00   |                             | 0.0    |                 |
| Medicines & Diet  | 286044476                             | 0                             | 0.00   | 329895590                   | 115.3  |                 |
| Repairs & Maintenance   | 327898706                             | 0                             | 0.00   | 355276860                   | 108.3  |                 |
| Contingencies   | 169469862                             | 0                             | 0.00   | 170822435                   | 100.8  |                 |
| Stores  | 173003894                             | 0                             | 0.00   | 184685249                   | 106.8  |                 |
| 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/<br>Service Areas  | Name of the<br>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,<br>Hearse, etc.   | Ex.Engineer<br>(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)                |  |                     | 10,361 |
| Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii) |  |                     | 28,747 |
|  |  | i) For Incineration | 11,429 |
|  |  | ii)For Autoclaving  | 17,318 |

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

|           |             |  |  |  |  |  |
|-----------|-------------|--|--|--|--|--|
|           |             |  |  |  |  |  |
| Signature | Designation |  |  |  |  |  |
|           |             |  |  |  |  |  |













