

MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

Month	JAN	Year	2022
From	01.02.2022	To	28.02.2022

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	28
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2. No. of Out Patients registered during the month

	OPD Feb-21	OPD Feb-22	Difference
a) New OPD	41,075	45,876	4,801
b) Old OPD	78,471	89,737	11,266
Total	1,19,546	1,35,613	16,067

3. No. of OPD Registration counter days	776
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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

	Feb-21	Feb-22	Difference
1. Total Admissions during the month	4,646	5,124	478

2. Average stay of patient (days) (*)	7.48
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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 (%) (**)	61%
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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	28	82
4A	58	28	187
8	60	28	392
9	50	28	671
11	50	28	402
12	54	28	166
14A	55	28	89
32	68	28	328

c) Operations carried out during the month			
	Feb-21	Feb-22	Difference
Major Operations	1,857	2529	672
Minor Operations	1,943	2407	464

d) No. of deaths during the month

Total No(i +ii)	485
i)Natural	446
ii)Un Natural	39

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	216
b)From Hospital Blood Bank Indoor voluntary	219
c)From Hospital Blood Bank with voluntary repla	1,122
d)From outside	1,017
e)Stock at the end of the month	431

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 6=(2)+(3)-[(4)+(5)]
			4<= (2)+(3)	5<= (2)+(3)	6 >= 0
1)Anti-Pyretic Syrup(Bottles)	1,975	1,250	310	151	2,764
2)Anti-Pyretic Tablets(Nos)	65,455	0	6,280	2,120	57,055
3)Anti-Pyretic Injections(Vials)	11,880	1,200	0	9,800	3,280
4)Anti-biotics Syrup(Bottles)	1,244	0	271	204	769
5)Anti-biotics Capsules(Nos)	14,220	0	3,780	1,925	8,515
6)Anti-biotics Injections(Vials)	11,765	6,000	0	9,350	8,415
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	16,812	0	0	3,000	13,812
9)IV Fluids Glucose Saline(Bottles)	33,000	0	0	15,000	18,000
10)IV Fluids Ringer Lactate(Bottles)	15,000	0	0	7,000	8,000
11)Anaesthesia drugs Injections(Vials)	5,414	0	0	3,950	1,464
12)Vitamins Syrup(Bottles)	8,085	0	1,135	715	6,235
13)Vitamins Tablets(Nos)	53,600	25,000	18,300	11,210	49,090
14)Ointments Tubes(Nos)	4,181	2,400	875	345	5,321

15) Mixtures/Syrups (Bottles)	2,441	1,250	975	430	2,286
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	11,190	0	4,560	6,630
ii) Bed Linen	1,075	0	630	445
iii) Patient's Linen	3,350	0	350	3,000
iv) Surgeon's Linen	6,140	2,800	550	8,390

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 Not 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	12		0				
Anaesthesia Machine	40		0				
Operation Tables	50		0				
X-Ray Machine	16		0				
Lifts	26		0				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6		0				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6		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
209	3	3	0	203	206/3

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
1	2	3	4	5=(1)+(2)- [(3)+(4)]	6
0	0	0	0	0	0

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.	11,991	7,079				
B. Honoraries	0	0				
C. Residents	29,915	29,131				
2. Nursing Staff	25,776	21,787				
3. Paramedical staff (Other than nursing)	7,756	5,789				
4. Engineers	240	240				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,740	1,584				
6. Class IV Employees	34,631	27,370				
7. Administrative Staff	6,399	6,917				

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	152	116	44	100
B. Honoraries	0	0	0	0	0	0
C. Residents	966	0	1	0	1	0

2. Nursing Staff	969	232	127	0	26	0
3. Paramedical staff (Other than nursing)	379	140	110	84	110	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	742	3	693	3
7. Administrative Staff	380	11	97	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	3428949000	0	0.00	2768954613	80.8	
Plant & Machinery	505000000	175986229	0.00		0.0	
Medicines & Diet	561500000	0	0.00	386810898	68.9	
Repairs & Maintenance	351760000	0	0.00	328714088	93.4	
Contingencies	112121000	0	0.00	82605036	73.7	
Stores	267500000	0	0.00	226361443	84.6	
Deputation	150000	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 & Refrigeration	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
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			13,718
		i) For Incineration	5,511
		ii)For Autoclaving	8,207

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

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Signature	Designation					

