

## MIS FORMAT FOR SUBMITTING DATA BY HOSPITALS

Hospital **K.E.M.**

<b>Month</b>	FEBRUARY	<b>Year</b>	2023
<b>From</b>	01.02.2023	<b>To</b>	28.02.2023

### 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	24
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2. No. of Out Patients registered during the month			
	OPD Feb-22	OPD Feb-23	Difference
a) New OPD	45,876	48,589	2,713
b) Old OPD	89,737	1,03,428	13,691
Total	1,35,613	1,52,017	16,404

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-22	Feb-23	Difference
1. Total Admissions during the month	5,124	5,360	236

2. Average stay of patient (days) (*)	7.94
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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	28	129
4A	58	28	452
8	60	28	107
9	50	28	888
11	50	28	835
12	54	28	313
14A	55	28	220
32	68	28	600

### c) Operations carried out during the month

	Feb-22	Feb-23	Difference
Major Operations	2,529	2498	31
Minor Operations	2,407	2893	486

### d) No. of deaths during the month

Total No( i + ii )	501
i) Natural	433
ii) Un Natural	68

### 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	193
b) From Hospital Blood Bank Indoor voluntary	88
c) From Hospital Blood Bank with voluntary repla	1,214
d) From outside	390
e) Stock at the end of the month	173

**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)	3,075	0	705	285	2,085
2)Anti-Pyretic Tablets(Nos)	37,705	45,000	9,250	4,110	69,345
3)Anti-Pyretic Injections(Vials)	12,550	9,000	0	6,500	15,050
4)Anti-biotics Syrup(Bottles)	11,286	5,000	1,210	875	14,201
5)Anti-biotics Capsules(Nos)	28,701	0	1,910	1,230	25,561
6)Anti-biotics Injections(Vials)	49,215	14,500	0	26,500	37,215
7)Anti-Tuberculosis Tablets(Nos)	0	0	0	0	0
8)IV Fluids 5% Dextrose (Bottles)	6,000	0	0	0	6,000
9)IV Fluids Glucose Saline(500ml)	30,000	0	0	22,000	8,000
10)IV Fluids Ringer Lactate(Bottles)	40,000	0	0	2,000	38,000
11)Anaesthesia drugs Injections(Vials)	3,604	10,000	0	4,500	9,104
12)Vitamins Syrup(Bottles)	6,765	0	910	520	5,335
13)Vitamins Tablets(Nos)	1,59,775	30,000	17,520	6,960	1,65,295
14)Ointments Tubes(Nos)	1,336	5,200	535	405	5,596
15)Mixtures/Syrups (Bottles)	10,515	5,000	2,120	1,395	12,000
16)Anti Mameria Cap	655	0	210	175	270

**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 1	Opening Balance at the beginning of the month 2	Received supply during the month 3	Issued material during the month 4	Balanced Material at the end of the month 5= (2)+(3)-(4)
i) Operation Linen	13,900	9,500	6,400	17,000
ii) Bed Linen	168	2,800	1,050	1,918
iii) Patient's Linen	5,820	0	225	5,595
iv) Surgeon's Linen	7,402	5,000	2,500	9,902

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	90	638				
Ventilators	215		0				
A.C.Plants	5		0				
Water Pumps	6	46	122				
Oxygen Supply System	2		0				
Cath-Lab	3		0				
Dental Chairs	5		0				
D.G.Sets	6	28	140				
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
234	3	1	1	232	232/0

**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 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.	12,340	7,508				
B. Honoraries	0	0				
C. Residents	29,512	29,092				
2. Nursing Staff	27,720	23,910				
3. Paramedical staff (Other than nursing)	7,780	7,627				
4. Engineers	240	240				
5. Equipment Operators(X-Ray Tech.,ECG Tech.,etc.)	1,776	1,713				
6. Class IV Employees	32,825	23,428				
7. Administrative Staff	6,745	6,430				

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	158	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	824	3	748	2
7. Administrative Staff	380	11	100	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	2791852120	65.3	
Plant & Machinery	375000000	193813387.7	0.00		0.0	
Medicines & Diet	483500000	0	0.00	480604588	99.4	
Repairs & Maintenance	382860000	0	0.00	393659817	102.8	
Contingencies	208587000	0	0.00	160605847	77.0	
Stores	272850000	0	0.00	259656502	95.2	
Deputation		0	0.00	2,00,000	#DIV/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)			10,642
Bio-Medical Waste Collected and sent to Central Disposal Site at Sewri(i+ii)			24,664
		i) For Incineration	10,420
		ii)For Autoclaving	14,244

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

Signature	Designation					