



DR. M. L. DHAWALE MEMORIAL
HOMOEOPATHIC INSTITUTE

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(Recognized by the Central council of Homoeopathy, New Delhi and
Maharashtra University of Health Sciences, Nashik)

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Hospital OPD and IPD Form

SR. NO.	Details	ANNE	SOURCE	Hard Copy
1	OPD Patient - (Jan 2020- Dec. 2020)	I	PPT	
2	IPD Patient - (Jan 2020- Dec. 2020)	II	PPT	
3	Details of bed occupancy - (Jan 2020- Dec. 2020)	III	PPT	
4	Bed distribution - (Jan 2020- Dec. 2020)	IV	PPT	
5	Covid Hospital letter Details	V	Dr Tejashri	
6	X-ray/USG Record+Reg of two academic session - Jan-Dec-19, Jan 20 to Dec 20	VI	Dr Naved	
7	OPD Register of two academic session -Jan-Dec19, Jan-Dec20	VII	PPT	
8	IPD Register of two academic session -Jan-Dec19, Jan-Dec20	VIII	PPT	
9	Medicine stock Register (OPD and IPD) last two academic session Jan-Dec-19, Jan-Dec-220	IX	Dr Tejashri	
10	Pathology Register of two academic session- Jan-Dec-19, Jan - Dec-20	X	Dr Tejashri	

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Hospital Detail Form

SR. NO.	Details	ANNEXURE	SOURCE	Hard Copy
1	Lab our Room a) Equipments b) Delivery Conducted c) Procedure Conducted	I	Dr Naved	

2	Operation Theatre a) Equipments / Instrument b) Operation Procedures c) Minor-Procedures	II	Dr Naved	
3	Investigation (Jan-20 to Dec-20) a) X-ray b) ECG c) USG	III	Dr Naved	
4	Clinical Laboratory (Jan-20 to Dec-20) a) Hematology b) Bio chemistry c) Serology d) Microbiology e) Total Investigation done in last calendar year	IV	Dr Naved	
5	Functional OPD Details a) Name and Number of OPD b) OPD Case Register +Registration c) Dispensing Register d) Cash Receipt	V	Ms Sunita Jayawant	
6	Functional IPD Details a) Ward Distribution b) Original IPD Case Sheet c) Discharge Card d) Indent Register e) Nursing Duty Roaster (Jan-20 to Dec-20) f) Doctor's Duty Roaster (Jan-20 to Dec-20) g) Diet Register (Jan-20 to Dec-20) h) Cash receipt	VI	Dr Naved	
7	MOU-superspeciality Hospital	VII	Dr Tejashri	

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Hospital Staff Details

Sr no	Details	ANNEXURE	SOURCE	Hard Copy
1	List of Hospital Staff	I	Dr Tejashri	
2	Biometric Attendance of Hospital Staff (Last 2 years)	II	Dr Tejashri	
3	Aquittance Roll Hospital Staff	III	Dr Tejashri	
4	Doctor's Duty Roaster	IV	Dr Tejashri	
5	Nurses Duty Roaster	V	Dr Tejashri	

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Hospital Staff List

SR. NO.	Details	ANNEXURE	SOURCE	Hard Copy
1	List of Medical Staff a) Qualification b) Experience c) Appointment d) Joining e) ESI f) PF g) Form 16 h) Account Statement	I	Dr Tejashri	
2	List of Para Medical Staff a) Qualification b) Experience c) Appointment d) Joining e) ESI f) PF g) Form 16 h) Account Statement	II	Dr Tejashri	
3	List of Auxiliary Staff a) Qualification b) Experience c) Appointment d) Joining e) ESI f) PF g) Form 16	III	Dr Tejashri	

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SR. NO.	Details	ANNEXURE	Source
1	IPD Instruments & equipment list	I	Dr Naved/ Dr Tejashri
2	OT/Labor/equipment list	II	Dr Naved/ Dr Tejashri
3	List of equipment in Pathology Lab	III	Dr Naved/ Dr Tejashri