



ABSTRACT

Health and Family Welfare Department - Department of Medical and Rural Health Services - Implementation of Hospital Management Systems in all Secondary Care Hospitals under the control of Director of Medical and Rural Health Services in all remaining districts - Orders - Issued.

HEALTH AND FAMILY WELFARE (HFW) DEPARTMENT

G.O.(Ms) No. 9

Dated: 14.01.2011
Thiruvalluvar Amdu 2341
Maargachi-30

Read

1. G.O.(D)No. 68, Health and Family Welfare (EAP IV) Department dated 29.08.2005
2. G.O.(Ms)No. 223, Health and Family Welfare (EAP IV) Department dated 08.07.2006
3. G.O.(D)No. 67, Health and Family Welfare (EAP IV) Department dated 29.07.2006
4. G.O.(Ms)No. 63, Health and Family Welfare (FI) Department dated 02.03.2010
5. G.O.(Ms)No. 121, Health and Family Welfare (FI) Department dated 03.06.2010
6. G.O.(D)No. 102, Health and Family Welfare (EAP IV) Department dated 16.08.2010

Read also

From the Director of Medical and Rural Health Services, Letter No.
0422/HMS/EAP/0011 dated 08.01.2011.

ORDER:

In the Government Order 2nd read above, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project to establish a comprehensive Health Management Information System which includes Hospital Management System (HMS) and Hospital Management Information System (HMIS) on a pilot basis in 5 Secondary Care Hospitals in Paduvailakuram, Colachel, Tambaram, Sripentkuttur and Choringur and the offices of the Joint Director of Medical and Rural Health Services, Karthikeyapuram, Kannyakumari and Vellore, the Project Management Unit of the Tamil Nadu Health Systems Project and Directorate of Medical and Rural Health Services.

2. In the Government Order 2nd read above, among other things, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project to implement Phase I of the comprehensive web based Health Management Information System which includes Hospital Management System in

36 hospitals in the Channarayana, Krishnagiri, Kanniyakumari, Thiruvallur and Pudukottai districts, 5 Primary Health Centres in Sakshat Health Unit District and 26 offices of the Joint Director of Medical and Rural Health Services in the remaining districts. The Phase I has been completed and the HMS / HMS are being implemented successfully in those districts.

3. Hospital Management System captures the various activities at the outpatient department and wards. The HMS captures available handles specific transactions by the various groups in the patients record is captured online, the line patients enter into the hospital at the OP registration desk, till patient leaves the hospital after treatment either Out Patient with the prescription or as an In Patient with a discharge summary. The patients records are stored in a digital format and tagged to a specific number (Patient Identification Number) and stored in the central database. The patients clinical records can be easily retrieved upon entering the Patient Identification Number. The Director of Medical and Rural Health Services has reported that the establishment of Hospital Management System in the Secondary Care Hospitals has helped in a big way in monitoring the various parameters of the hospitals and it has been successful except a few hardware / network issues, which are resolved then and there. He has also reported that funds for establishing Hospital Management System in the remaining districts of the State has already been provided under Tamil Nadu Health Systems Project, that the hardware installation is in progress in the hospitals in the remaining districts and that it will be completed shortly. He has therefore requested the Government to extend the establishment of Hospital Management System in the remaining districts of the State other than those already covered under Phase I implementation.

4. The Government, after careful consideration, permit the Director of Medical and Rural Health services to extend the establishment of Hospital Management System to the Government Hospitals in all the remaining districts indicated in the Annexure I to this order. The Government also direct that the manual registers maintained at the hospitals as indicated in the Annexure II to this order shall be dispensed with. The existing certificates and registers indicated in the Annexure II to this order shall continue to be maintained in manual form.

5. The Government further direct that the registers indicated in Annexure IV to this order shall be maintained online but print outs of the registers shall be maintained for audit purposes.

6. The Government also direct that the responsibility for implementing HMS shall be fixed on the various categories of the staff in the hospital as indicated in the Annexure V to this order.

7. The Government direct that these orders shall come into force as and when the required infrastructure is established and training is completed in the hospitals.

(BY ORDER OF THE GOVERNOR)

V.K.SUBBURAJ
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Project Director, Tamil Nadu Health Systems Project,
Chennai-6.

The Director of Medical and Rural Health Services, Chennai - 6

The Director of Public Health and Preventive Medicine,
Chennai - 6

The Director of Medical Education, Chennai - 10

The Accountant General (A&E), Chennai - 18.

The Accountant General (A&E) (by name), Chennai - 18

The Mission Director, National Rural Health Mission,
Chennai - 6

The District Collectors of the district concerned

The Joint Director of Medical and Rural Health Services, the district concerned
through the Director of Medical and Rural Health Services, Chennai - 6

The Superintendents / Medical Officers of the institution concerned through the
Director of Medical Rural Health Services, Chennai - 6

Copy to

The Health and Family Welfare (EAP HT) Department, Secretariat, Chennai - 6
SPISC,

7 FORWARDED BY ORDER/

W. S. Sankaranarayanan
SECTION OFFICER

ANNEXURE - I

LIST OF INSTITUTIONS UNDER THE CONTROL OF DMPS WHERE HBS IS TO BE IMPLEMENTED

S.NO	NAME OF THE DISTRICT	NAME OF THE INSTITUTION
1	KARSHI-KURUM	KARSHI-KURUM
2		MADHURANTHARAM
3		CHETTER
4		CHETTER
5		THE KALUNJODUM
6		KUNJALPURAM
7	VALLORE	KUNJALPURAM
8		THE KALUNJODUM
9		KUNJALPURAM
10		KUNJALPURAM
11		KUNJALPURAM
12		KUNJALPURAM
13		KUNJALPURAM
14		KUNJALPURAM
15		KUNJALPURAM
16	YERVAHAKKALA	YERVAHAKKALA
17		CHETTER
18		CHETTER
19		CHETTER
20		CHETTER
21		CHETTER
22		CHETTER
23	COOGLORE	COOGLORE
24		COOGLORE
25		COOGLORE
26		COOGLORE
27		COOGLORE
28		COOGLORE
29		COOGLORE
30		COOGLORE
31	SALEM	SALEM
32		SALEM
33		SALEM
34		SALEM
35		SALEM
36		SALEM
37		SALEM
38		SALEM
39		SALEM
40		SALEM
41	ERODE	ERODE
42		ERODE
43		ERODE
44		ERODE
45		ERODE
46		ERODE
47		ERODE
48	COIMBATORE	COIMBATORE
49		COIMBATORE
50		COIMBATORE

ANNEXURE - I

LIST OF INSTITUTIONS UNDER THE CONTROL OF DEANS WHERE HRS IS TO BE
IMPLEMENTED

S.NO	NAME OF THE DISTRICT	NAME OF THE INSTITUTION
11		POETUR
12		SELU
13		SETTUKKADATHUR
14		THADAKKATHUR
15		WARR
16		POONJICKKOPALAYAM
17	THE TRIGRE	UTTHAKKOTTALEM
18		COVILUR
19		DEVALUR
20		ACTHAKUR
21		PANDURAM
22		WAVUR
23		COCHILURBAGAR
24		THESSADUR
25	TRIGRE	MANOTTUR
26		BEEDAKAN
27		LALEER
28		MEERI
29		THELAKKUR
30		BEEMACHALLUR
31		THOCTUR
32		CHANDUR
33		THESSAKKUR
34	CHANDUR	THESSAKKUR
35		CHANDUR
36		CHANDUR
37		CHANDUR
38		CHANDUR
39		CHANDUR
40		CHANDUR
41		CHANDUR
42		CHANDUR
43		CHANDUR
44		CHANDUR
45		CHANDUR
46		CHANDUR
47		CHANDUR
48		CHANDUR
49		CHANDUR
50		CHANDUR
51		CHANDUR
52		CHANDUR
53		CHANDUR
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56		CHANDUR
57		CHANDUR
58		CHANDUR
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78		CHANDUR
79		CHANDUR
80		CHANDUR
81		CHANDUR
82		CHANDUR
83		CHANDUR
84		CHANDUR
85		CHANDUR
86		CHANDUR
87		CHANDUR
88		CHANDUR
89		CHANDUR
90		CHANDUR
91		CHANDUR
92		CHANDUR
93		CHANDUR
94		CHANDUR
95		CHANDUR
96		CHANDUR
97		CHANDUR
98		CHANDUR
99		CHANDUR
100		CHANDUR

ANNEXURE - I

LIST OF INSTITUTIONS UNDER THE CONTROL OF DENNIS WHERE HMS IS TO BE IMPLEMENTED

S.NO	NAME OF THE DISTRICT	NAME OF THE INSTITUTION
151		MAVILACHITURAM
152		CHIRAKUDU
153		THIRUKUDALU
154		THIRUVARUR
155		THIRUVARUR
156		THIRUVARUR
157		THIRUVARUR
158		THIRUVARUR
159		THIRUVARUR
160		THIRUVARUR
161		THIRUVARUR
162		THIRUVARUR
163		THIRUVARUR
164		THIRUVARUR
165		THIRUVARUR
166		THIRUVARUR
167		THIRUVARUR
168		THIRUVARUR
169		THIRUVARUR
170		THIRUVARUR
171		THIRUVARUR
172		THIRUVARUR
173		THIRUVARUR
174		THIRUVARUR
175		THIRUVARUR
176		THIRUVARUR
177		THIRUVARUR
178		THIRUVARUR
179		THIRUVARUR
180		THIRUVARUR
181		THIRUVARUR
182		THIRUVARUR
183		THIRUVARUR
184		THIRUVARUR
185		THIRUVARUR
186		THIRUVARUR
187		THIRUVARUR
188		THIRUVARUR
189		THIRUVARUR
190		THIRUVARUR
191		THIRUVARUR
192		THIRUVARUR

ANNEXURE - I

LIST OF INSTITUTIONS UNDER THE CONTROL OF DMPS WHERE HAN IS TO BE IMPLEMENTED

S.NO.	NAME OF THE DISTRICT	NAME OF THE INSTITUTION
183		ADIVALLI
184		ADYARANDAM
185		ADYARANDAM
186		ADYARANDAM
187	THIRUVALLUR	THIRUVALLUR
188		ADYARANDAM
189		ADYARANDAM
190		ADYARANDAM
191		ADYARANDAM
192		ADYARANDAM
193		ADYARANDAM
194		ADYARANDAM
195		ADYARANDAM
196		ADYARANDAM
197		ADYARANDAM
198	ADYARANDAM	ADYARANDAM
199		ADYARANDAM
200		ADYARANDAM
201		ADYARANDAM
202		ADYARANDAM
203		ADYARANDAM
204		ADYARANDAM
205		ADYARANDAM
206		ADYARANDAM
207		ADYARANDAM
208		ADYARANDAM
209		ADYARANDAM
210		ADYARANDAM
211		ADYARANDAM
212		ADYARANDAM
213		ADYARANDAM
214		ADYARANDAM
215		ADYARANDAM
216	ADYARANDAM	ADYARANDAM
217		ADYARANDAM
218		ADYARANDAM
219		ADYARANDAM
220		ADYARANDAM
221		ADYARANDAM
222		ADYARANDAM
223		ADYARANDAM
224	ADYARANDAM	ADYARANDAM
225		ADYARANDAM
226		ADYARANDAM
227		ADYARANDAM
228		ADYARANDAM
229		ADYARANDAM
230		ADYARANDAM
231		ADYARANDAM

V.K. SUBRAMANIAM

PRINCIPAL SECRETARY TO GOVERNMENT

(TRUE COPY)

[Signature]
SECTION OFFICER

Table 1	
Year	Value
1990	100
1991	105
1992	110
1993	115
1994	120
1995	125
1996	130
1997	135
1998	140
1999	145
2000	150
2001	155
2002	160
2003	165
2004	170
2005	175
2006	180
2007	185
2008	190
2009	195
2010	200
2011	205
2012	210
2013	215
2014	220
2015	225
2016	230
2017	235
2018	240
2019	245
2020	250

Table 1

Table 2	
Year	Value
1990	100
1991	105
1992	110
1993	115
1994	120
1995	125
1996	130
1997	135
1998	140
1999	145
2000	150
2001	155
2002	160
2003	165
2004	170
2005	175
2006	180
2007	185
2008	190
2009	195
2010	200
2011	205
2012	210
2013	215
2014	220
2015	225
2016	230
2017	235
2018	240
2019	245
2020	250

Table 2

Table 3	
Year	Value
1990	100
1991	105
1992	110
1993	115
1994	120
1995	125
1996	130
1997	135
1998	140
1999	145
2000	150
2001	155
2002	160
2003	165
2004	170
2005	175
2006	180
2007	185
2008	190
2009	195
2010	200
2011	205
2012	210
2013	215
2014	220
2015	225
2016	230
2017	235
2018	240
2019	245
2020	250

Table 3

ANNEXURE - I

REGISTERS MAINTAINED IN HOSPITALS WHICH ARE TO BE DISPENSED WITH

S.NO	DESCRIPTION
1	NORMAL REGISTER - MALE
2	NORMAL REGISTER - FEMALE
3	NURSE REPORT REGISTER
4	DAILY INCIDENT BOOK
5	INCIDENT - EMERGENCY DRUGS - COSTLY ITEMS
6	INCIDENT - EMERGENCY DRUGS - NON COSTLY ITEMS
7	INCIDENT BOOK - COSTLY ITEMS
8	INCIDENT BOOK - NON COSTLY ITEMS
9	INCIDENT BOOK FOR OXYGEN CYLINDERS
10	INCIDENT BOOK FOR INJECTION
11	INCIDENT BOOK SOAP - SOAP ITEMS
12	INCIDENT FOR LINEN ITEMS
13	INCIDENT FOR IV FLUIDS
14	INCIDENT FOR DISPOSABLE ITEMS
15	INCIDENT BOOK FOR GAUZE COTTON
16	INCIDENT - RISK ITEMS
17	INCIDENT - PSA ITEMS
18	INCIDENT - FOR DETTOL & LYSOL
19	INCIDENT FOR TUBES/UNITS
20	INCIDENT FOR ANTI-BIASE VISION
21	ACCOUNT BOOK - EMERGENCY DRUGS COSTLY ITEMS
22	ACCOUNT BOOK - EMERGENCY DRUGS NON-COSTLY ITEMS
23	ACCOUNT BOOK - COSTLY ITEMS
24	ACCOUNT BOOK - NON COSTLY ITEMS
25	ACCOUNT BOOK FOR OXYGEN
26	ACCOUNT BOOK FOR INJECTION
27	ACCOUNT BOOK SOAP SOAP ITEMS
28	ACCOUNT BOOK - LINEN ITEMS
29	ACCOUNT BOOK FOR IV FLUIDS
30	ACCOUNT BOOK FOR DISPOSABLE ITEMS
31	ACCOUNT BOOK FOR DETTOL & LYSOL
32	ACCOUNT BOOK FOR TUBES/UNITS
33	ACCOUNT BOOK FOR ANTI-BIASE VISION
34	ACCOUNT BOOK FOR RISK
35	ACCOUNT BOOK FOR PSA
36	ACCOUNT BOOK FOR GAUZE COTTON
37	CONVULSION BOOK
38	TARGET ACCOUNT BOOK
39	LAUNDRY BOOK
40	AUTO GLASS BOOK
41	DRUG CHECKING BOOK
42	WET BOOK
43	DISCHARGE SUMMARY
44	DISCHARGE SUMMARY FOR MEDICAL RECORDS
45	MONTHLY CENSUS BOOK
46	TRANSFER - IN - WARD
47	TRANSFER - OUT - WARD

48	DANGEROUSLY ILL BOOK
49	DEFIBRILLATED /V FLUIDS & EMERGENCY CHARGES
50	WARD COUNSEL
51	OXYGEN CYLINDER CHECKING BOOK
52	OXYGEN CYLINDER REGISTER
53	CONSOLIDATED BOOK FOR ANTI SNAKE VENOM
54	PKC/FURY REGISTER
55	REFERRAL OUT REGISTER
56	REFERRAL OUT REGISTER
57	WATERBURY DEATH REGISTER
58	BABY ANAMNEXIS REGISTER
59	UTERUS ANAMNEXIS REGISTER
60	NOV REGISTER
61	LABOUR NATURAL
62	STATISTICS REGISTER
63	AD REGISTER
64	ABORTION REGISTER
65	PRO-MEDICAL WASTE REGISTER
66	MRD HANDING OVER REGISTER
67	PARTOGRAPH REGISTER
68	HIGH RES. WORTH REGISTER
69	REFERRAL SLIP REGISTER
70	RESUSCITATION REGISTER
71	CG REGISTER
72	CRITICAL CARE REGISTER
73	DEATH CASE NOTES
74	MONTHLY REPORT - PARTOGRAPH
75	NOT WILLING FOR CP REGISTER
76	OPERATION LIST BOOK
77	VENTILATOR BOOK
78	REVEALER BOOK
79	DEATH REGISTER
80	NEW BORN REGISTER
81	NEW BORN COMPLICATION
82	WARD INSTRUCTION BOOK
83	WAX STOCK BOOK
84	FSH STOCK BOOK
85	LINEN STOCK BOOK
86	X-RAY BOOK
87	X-RAY REFERRED BOOK
88	LAB INSTRUCTION BOOK
89	CT SCAN BOOK
90	WARD ROUNDS BOOK
91	CHDRIY BOOK
92	MAJOR OPERATION REGISTER
93	BUSK SCHOOL DATION BOOK
94	SLI MORPHO CONSOLIDATION BOOK
95	DRUG CONSOLIDATION BOOK
96	WEEKLY LINEN CHECKING BOOK
97	RH STERILIZATION BOOK
98	LINEN CONFORMATION BOOK
99	DRUG TOXIN BOOK

128	DRUG ALLERGY REACTION BOOK
129	X-RAY / CT SCAN REQUESTION SLIP BOOK
130	LAS. PNEUMATION SLIP BOOK
131	ENDOSCOPY BOOK
132	ENDOSCOPY NURSES REPORT BOOK
133	CONDOMINATION BOOK FOR MSK / FSX
134	CONDOMINATION BOOK

S.NO	DESCRIPTION
1	MILK RECEIVING BOOK
2	MILK ACCOUNT BOOK
3	VEGETABLE RECEIVING BOOK
4	MONTHLY CENSUS ON DIET
5	DISTRIBUTION OF DIET ARTICLES TO COOK
6	VEGETABLE ACCOUNT BOOK
7	DIET DISTRIBUTION REGISTER - DAILY CENSUS
8	DHORY BOOK

S.NO	DESCRIPTION
1	STERILIZATION REGISTER
2	ORAL PILLS REGISTER
3	CONDOM REGISTER
4	MTP REGISTER
5	IUD REGISTER
6	STOCK REGISTER - CONTRACEPTIVE
7	STOCK REGISTER - VACCINE
8	VACCINE REGISTER - GENOPICARY
9	CP - CG REFERRAL REGISTER - IB
10	CP - CG REFERRAL REGISTER - OUT
11	ANTI - NATAL REGISTER
12	HIGH RISK ANTI - NATAL REGISTER
13	COLD CHAIN REGISTER
14	FAMILY WELFARE FOLLOW - UP REGISTER

S.NO	DESCRIPTION
1	BLOOD SCREENING REGISTER
2	BLOOD DISCARD REGISTER
3	POSITIVE BLOOD DONOR INFORMATION REGISTER
4	BLOOD GROUP AND RH - FACTOR
5	BLOOD PANEL REGISTER FOR DISTRIBUTION OF BLOOD
6	BLOOD RESERVATION
7	BLOOD STOCK REGISTER
8	CONSUMABLES REAGENT REGISTER
9	CROSS MATCHING
10	MASTER REGISTER FOR BLOOD DONOR
11	INTERNAL QUALITY CONTROL FOR GROUP SERA
12	BLOOD SLIP REGISTER
13	CONFIRMATION REGISTER - DONOR
14	CONFIRMATION REGISTER - PATIENT

S.NO	DESCRIPTION
1	EO - MEDICAL WASTE MANAGEMENT
2	CONSOLIDATION REPORT

S.NO	DESCRIPTION
1	DRUG IN STOCK REGISTER
2	SOLIDS AND LIQUIDS STOCK REGISTER
3	CHUGS OUTPATIENT DAILY WASTE CONSOLIDATION REGISTER
4	CHILD IDENT BOOK

S.NO	DESCRIPTION
1	SOLIDS AND LIQUIDS REGISTER
2	TABLETS AND CAPSULES REGISTER
3	SURCTION STOCK REGISTER
4	SURGICAL STOCK REGISTER FOR DISPOSABLE ITEMS
5	SURGICAL MAIN STOCK REGISTER
6	SURGICAL RESERVE STOCK REGISTER
7	EMPTY CYLINDER RECEIVED FROM WARD/DEPT AND SENT FOR REFILLING ACCOUNT REGISTER/ CYLINDER FILLING REGISTER
8	FILLED CYLINDER WARE REGISTER (SEPARATE REGISTER FOR OXYGEN AND NITROGEN CYLINDER/ CYLINDER ISSUES REGISTER)
9	LOCAL PURCHASE REGISTER
10	DAILY MANUAL NOTING/ OFFICE CORRESPONDENCE REGISTER
11	NOTE FROM SH TO THRU
12	NOTE FROM THRU TO TMSU WARD/CLINIC BOOK
13	SURGICAL AND MEDICAL STORES INWARD GOODS REGISTER/ DISPOSABLE SURGICAL STOCK REGISTER/ DISPOSABLE STOCK REGISTER/ SURGICAL DAY BOOK REGISTER
14	CONSENT FORM REGISTER
15	REPAIR REGISTER
16	EMPTY CONTAINER REGISTER
17	CONSENTATION ALLOCATION REGISTER
18	OPC ITEM PURCHASE REGISTER/ OFFICE CORRESPONDENCE REGISTER
19	DATE EXPIRY REGISTER
20	WILLINGNESS REGISTER
21	CRISIS HANDOUTS TRANSFER OUT REGISTER
22	WARD DAILY DRUGS/ WASTE/ CONTROL DATA REGISTER

S.NO	DESCRIPTION
1	NOVRAI REGISTER
2	DESPATCH REGISTER
3	DARK ROOM FILMS/ EYE STOCK REGISTER
4	FILM IDENT BOOK
5	MAIN STOCK REGISTER
6	REQUISITION SLIP
7	BILL FOR PAYMENT TOWARDS FILM

S.NO	DESCRIPTION
1	SPECIMEN COLLECTION
2	LAB INVESTIGATION
3	LAB CONSUMABLE INVENT

4	LAB CONSUMABLE UTILISATION
5	LAB INVESTIGATION REQUESTION SLIP
6	LAB INCIDENT REGISTER
7	MONTHLY REPORT REGISTER
8	PATHOLOGY REAGENT STOCK REGISTER
9	BIOCHEMISTRY STOCK REGISTER

V.K.SURURAJ
PRINCIPAL SECRETARY TO GOVERNMENT

TRUE COPY

Dr. P. S. Srinivasan
SECTION OFFICER



ANNEXURE II

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
1	CASH
1	CASH BOOK
	CASH RECEIPT REGISTER
	CASH PAYMENT REGISTER
	CASH BALANCE REGISTER
	CASH RECEIPTS
	CASH CHARGES
2	PERMANENT ADVANCE DISBURSEMENT REGISTER (MAIN) MEMO SANCTION BOOK
3	TREASURY BILLS REGISTER
4	REGISTER OF UNDISBURSED PAY ETC.
5	T.A.BILLS REGISTER
6	ACQUITTANCE ROLLS
7	REGISTER OF MONEY ORDERS SENT
8	REGISTER OF MONEY ORDERS INSURED ARTICLES, VFP, ETC. RECEIVED
9	REGISTER OF CHEQUES RECEIVED AND ISSUED
10	REGISTER OF FEES CHARGES FOR PRIVATE TELEPHONE CALLS
	A. LOCAL CALLS
	B. TRUNK CALLS
11	PATIENT PROPERTY REGISTER
12	POOR FUND ACCOUNT
	POOR FUND CASH BOOK
	ORDER BOOK
	PASS BOOK OF PERSONAL DEPOSIT ACCOUNT AND CHEQUE BOOK
	STOCK BOOK OF ARTICLES OF DEAD STOCK INSTRUMENTS AND APPLIANCES, ETC. PURCHASED FROM POOR FUND
13	REGISTER OF DUPLICATE KEYS
14	REGISTER OF MISCELLANEOUS RECOVERIES (GENERAL RECOVERY REGISTER)
15	STIPENDARY ACCOUNT
16	REGISTER FOR WATCHING ADJUSTMENT OF TEMPORARY ADVANCES / ABSTRACT BILL DRAWN (MFC 25A)

ANNEXURE II

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
0	<u>HOSPITAL STOPPAGES</u>
1	INPATIENTS NOMINAL REGISTER
	A. GENERAL CASES PHARMACISTS
	B. E.S.I. CASES
2	REGISTER OF INPATIENTS CASES REFERRED TO THE REVENUE AUTHORITIES FOR INCOME VERIFICATION
3	REGISTER OF NGON AND G.O. & CERTIFICATE DECLARATIONS RECEIVED
4	REGISTER OF CASES WAIVING ADVANCE COLLECTION OF HOSPITAL STOPPAGES
5	REGISTER OF HOSPITAL STOPPAGES
6	SUBSIDIARY REGISTER OF DAILY COLLECTIONS
7	ADMISSION & DISCHARGE CERTIFICATES
8	REFUND VOUCHERS
9	BIRTH CERTIFICATE ISSUE BOOK
10	REGISTER OF FEES CHARGED FOR MAJOR OPERATIONS
11	REGISTER OF FEES CHARGED FOR THE ISSUE OF COSTLY DRUGS
12	REGISTER OF FEES CHARGED FOR PATHOLOGICAL & BACTERIOLOGICAL EXAMINATIONS
13	REGISTER OF ANTI-RABIES TREATMENT PHARMACISTS & CASUALTY
14	<u>TENDERS, LOCAL PURCHASES ETC</u>
1	INDENTS FOR MEDICAL STORES
2	LOCAL PURCHASE SANCTION BOOK FOR MEDICINES DRUGS INSTRUMENTS AND APPLIANCES, ETC.
3	REGISTER OF QUOTATIONS AND QUOTATION FILE
4	CONTINGENT BILLS REGISTER
5	DISBURSING OFFICERS REGISTER
6	BILLS REGISTER
7	REGISTER OF STAMPED RECEIPTS SENT TO ACCOUNTANT GENERAL OF TAMIL NADU
8	REGISTER FOR FREE CLOTHING TO MENALS
IV	<u>INSTRUMENTS AND APPLIANCES</u>
4	REGISTER OF RECOVERIES FOR MISSING TILES, LOSSER OR BREAKAGES OF INSTRUMENTS AND APPLIANCES
5	REGISTER OF UNSERVICEABLE ARTICLES (AUCTION REGISTER)

ANNEXURE II

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
7	REGISTER OF LOAN OF INSTRUMENTS
10	BREAKAGES MEMO BOOK
V	<u>LINEN</u>
3	ROLLING STOCK REGISTER (CLEAN LINEN ROOM REGISTER)
4	LINEN CONDEMNATION REGISTER
5	REGISTER OF RECOVERIES FOR MISSING OR LOSS OF LINEN
8	GENERAL DHOBY ACCOUNT BOOK
7	REGISTER OF WASHING MATERIALS ISSUED TO DHOBY
10	TAILORING ACCOUNT REGISTER
VI	<u>FURNITURE, CROCKERY AND STATIONERY</u>
1	MAIN STOCK REGISTER (FURNITURE AND CROCKERY)
2	RESERVE STOCK REGISTER (FURNITURE AND CROCKERY)
3	CONSOLIDATION REGISTER SHOWING DISTRIBUTION (FURNITURE AND CROCKERY)
6	REPAIR REGISTER SHOWING FURNITURE ARTICLES SENT FOR REPAIRS AND RECEIVED AFTER REPAIR
5	STOCK BOOK OF FURNITURE AND CROCKERY
8	REGISTER OF RECOVERIES SHOWING FURNITURE ARTICLES OF FURNITURE AND CROCKERY MISSING LOSSES BREAKAGES
7	CONDEMNATION REGISTER OF FURNITURE AND CROCKERY
8	AUCTION REGISTER OF FURNITURE AND CROCKERY
9	STOCK REGISTER OF ELECTRICAL GOODS
10	STOCK REGISTER OF EMPTY CONTAINERS, BOTTLES, GUNNIES, ETC.
11	GENERAL BREAKAGES REGISTER
12	REGISTER OF UNSERVICEABLE ARTICLES(AUCTION REGISTER)
13	REGISTER SHOWING THE DISPOSAL OF CONDEMNED ARTICLES
14	STOCK BOOK OF FORMS
15	STOCK BOOK OF STATIONERY ARTICLES
16	DAILY STAMP ACCOUNT
	I. PRIVATE POSTAGE STAMPS
	II. SERVICE POSTAGE STAMPS
17	<u>NURSES QUARTERS</u>
1	STOCK BOOK OF FURNITURE AND CROCKERY TO NURSES QUARTERS

ANNEXURE III

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
2	STOCK BOOK OF BOOKING UTENSILS SUPPLIED FOR COMMON MOSS
3	NURSES QUARTERS CLEANING CHARGES ACCOUNT
4	STOCK BOOK OF BOOKS AND PERIODICALS ETC., SUPPLIED TO NURSES QUARTERS
5	REGISTER FOR WATCHING THE RECOVERY OF EXCESS CONSUMPTION OF ELECTRICITY IN THE NURSES QUARTERS
VII	LABORATORY
1	REGISTER OF PAYING PATIENTS FOR PATHOLOGICAL AND BACTERIOLOGICAL AND OTHER LABORATORY TEST
VIII	X-RAY
1	REGISTER OF PAYING PATIENTS FOR RADIOLOGICAL EXAMINATIONS
2	NOMINAL REGISTER FOR ECG AND PHYSIOTHERAPY TREATMENT
3	NOMINAL REGISTER FOR ECG AND PHYSIOTHERAPY TREATMENT IN THE TUBERCULOSIS (CHEST CLINIC)
4	REGISTER OF USED X-RAY FILMS
5	REGISTER OF REVIEW OF WASTAGE OF X-RAY FILMS
6	DISPOSAL OF USED X-RAY FILMS AND WASTE HYPO SOLUTION
7	STOCK BOOK OF X-RAY MATERIALS
IX	DIET AND NON-DIET ETC. ARTICLES
	A. DIET
1	DIET SHEETS
2	INDENT FOR DIET ARTICLES
4	DAILY DIETING REGISTER
5	LOSS WEIGHT REGISTER
7	REGISTER OF WORKING THE PERMISSIBLE LIMIT FOR ISSUE OF DIETS
8	WARD DIET BOOKS
9	CONTINGENT BILLS OF DIET ARTICLES WITH DIET BILLS OF DIET ARTICLES
10	REGISTER OF SAMPLES OF DIET ARTICLES SENT TO THE GOVERNMENT ANALYST, GURDUR WITH THE RELEVANT FILES
11	LOCAL PURCHASE BOOK OF DIET ARTICLES
	B. NON-DIET
1	MAIN STOCK REGISTER
2	CONSOLIDATION REGISTER FROM WARDS ETC.,

ANNEXURE III

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
3	REGISTER OF TENDERS, SUBSIDIARY REGISTER OF TENDERS AND REGISTER OF CONTRACTORS AND TENDER PAPER
4	REGISTER OF SECURITY DEPOSITS
X	BLOOD BANK
1	REGISTER OF FEES CHARGED FOR BLOOD ISSUED TO PAYING CASES
2	BLOOD DONORS PAYMENT REGISTER
3	BLOOD COLLECTION BOOKS
4	PLASMA ISSUES BOOK
5	STOCK BOOK OF BLOOD AND PLASMA / BLOOD ISSUES BOOK
XI	MOTOR VEHICLES
1	LOG BOOKS
2	PETROL ACCOUNT BOOK
3	TOOLS ACCOUNT BOOK
4	REGISTER OF SANCTION FOR THE USE OF THE VAN
5	REGISTER OF FEES COLLECTED FROM THE PATIENT
XII	FAMILY PLANNING
1	STOCK BOOK OF FAMILY PLANNING MANUALS, CONTRACEPTIVES ETC.
2	CERTIFICATE OF MEDICAL OFFICER WHO PERFORMED FAMILY PLANNING OPERATION (VASCTOMY, SALPHINGECTOMY AND TUBECTOMY (TVT))
3	REGISTER OF DOMICILIARY VISITS
4	REGISTER OF FAMILY PLANNING OPERATIONS, DONE (VASCTOMY, SALPHINGECTOMY AND TUBECTOMY)
5	FAMILY PLANNING PERMANENT ADVANCE REGISTER
6	STOCK REGISTER OF SHEATHS APPLICATORS FROM TABLETS ETC.
XIII	MISCELLANEOUS ITEMS
1	REGISTER OF LEASE OF CANTEEN, CYCLE SHED,
2	PUMP HOUSE ACCOUNT BOOK
3	REGISTER OF SERVICE BOOKS AND SERVICE REGISTER
4	REGISTER OF MAJOR OPERATIONS DONE IN OPERATION THEATRE
5	REGISTER OF CONFINEMENTS (OR) NOMINAL AND WARD REGISTER OF PARTITION CASES
6	VENERAL DISEASE AND T.B. CLINICS SOCIAL WORKERS, OR

ANNEXURE III

REGISTERS WHICH ARE TO BE MAINTAINED MANUALLY EVEN AFTER THE IMPLEMENTATION OF HMS ONLINE (SINCE THEY INVOLVE FINANCIAL TRANSACTION AND ARE REQUIRED FOR AUDIT PURPOSES)

S.NO	DESCRIPTION
	HEALTH VISITORS REGISTER OF DOMICILIARY VISITS
7	BICYCLES REPAIR AND SPARE PARTS REGISTER
8	MONTHLY TOUR DIARIES OF PARA MEDICAL WORKER
9	REGISTER FOR THE RECOVERIES OF ADVANCE SANCTIONED SUCH AS FESTIVAL, MOSQUITO NET ADVANCES ETC. (MFC FORM 23B)
10	REGISTER SHOWING THE DETAILS OF ADVANCES FOR THE PURCHASE OF KHADI PAID TO GOVERNMENT SERVANTS AND THE RECOVERIES MADE IN RESPECT OF THE SAME (MFC 33)
11	ENDOWMENTS ACCOUNT
12	CAUTION FEE DEPOSIT REGISTER
13	REGISTER FOR RECOVERY OF ELECTRICITY CURRENT CHARGES FROM PERSONS OCCUPYING GOVERNMENT QUARTERS AND PATIENTS USING FANS, ETC.
14	REGISTER OF RECOVERY OF WATER CHARGES FROM PERSONS OCCUPYING GOVERNMENT QUARTERS
	c) STOCK BOOK OF FURNITURE AND CROCKERY
16	DRUGS INSPECTOR
	a) REGISTER OF SAMPLES TAKEN BY DRUGS INSPECTOR AND THEIR DISPOSALS
	b) FOOD REGISTER
XIV	PHYSICAL VERIFICATION
1	CASH
2	MEDICAL STORES AND SURGICAL STORES
3	LINEN
4	DIET AND NON-DIET
5	MISCELLANEOUS ITEMS
XV	REVIEW OF OLD AUDIT OBJECTION

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ANNEXURE- IV

REGISTERS WHICH ARE TO BE MAINTAINED ONLINE AND PRINTOUTS
OF TRANSACTION TO BE PRESERVED FOR AUDIT PURPOSES

1	STORES AND MEDICINES
1	MAIN STOCK BOOK OF MEDICINE
2	MAIN STOCK BOOK OF SERAS AND VACCINES
3	INDENTS FROMWARDS ETC AND CONSOLIDATION REGISTER
4	STOCK BOOK OF MEDICINES, PENCILINE
5	STOCK BOOK OF SPECIAL EXPENSIVE DRUGS
6	PRESCRIPTION BOOKS
7	LIQUID ACCOUNT
8	REGISTER OF TIME EXPIRY OF DRUGS
11	INSTRUMENTS AND APPLIANCES
1	MAIN STOCK BOOK OF INSTRUMENTS AND APPLIANCES
2	INDENTS

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ANNEXURE - V

THE LIST OF REGISTERS AND THE RESPECTIVE USER GROUPS WHO WILL MAINTAIN THEM ONLINE

Registers	User group
Registration Module	
OP Registration	OP Clerk/HOSPITAL WORKER
Emergency Casualty	OP Clerk/HOSPITAL WORKER
IP Registration	OP Clerk/HOSPITAL WORKER
Specially OP Registration	OP Clerk/HOSPITAL WORKER
HLC Registration	Casualty Clerk/HOSPITAL WORKER
Maternity Registration	APP/Staff Nurse
Connections	Ward Staff Nurse
OP Back Entry	OP Clerk/HOSPITAL WORKER
INPATIENT Module	
Ward Mgmt Screen	Staff Nurse
Ward Query Screen	Staff Nurse
LAB Module	
Lab Test Request	Doctors
Lab Result Entry	Lab Technician
Lab Result Entry/Test View	Lab Technician
Lab Query	Lab Technician
Lab Test Back entry	Lab Technician
RADIOLOGY Module	
X-ray Test Request	Doctors
CT/SCAN Test request	Doctors
ECG/ECG Test request	Doctors
MRI Test request	Doctors
USG/DOPPLER Test request	Doctors
Radiology Query	X-ray technician
Radiology Result Entry	X-ray technician
Diet Module	
Diet Book	Staff Nurse
Diet Query	Staff Nurse
Diet Indent	Staff Nurse
Diet Kitchen Indent	Staff Nurse
LINEN / LAUNDRY Module	
Sheet Issue Book	Staff Nurse
Sheet Query	Staff Nurse
Receipt	Staff Nurse
BIO-MEDICAL WASTE Module	
Waste Details	Staff Nurse
Waste Payment	Hospital/Staff Nurse
PHARMACY Module	
OP Drug Issue	Pharmacist
IP Drug Request	Staff Nurse
OP Drug Refuse	Pharmacist
Drug ID	Doctor
STORES Module	
Department Indent	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician
Stock Issue Voucher	HCU/Genl Pharmacist/Pharmacist
Issue Acknowled	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician
Delivery note	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician
Indent Form Closure	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician

Stock Transfer Note	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician
THSC Ticket	MSO/Chief Pharmacist/Pharmacist
Local Purchase	MSO/Chief Pharmacist/Pharmacist
GAR Local Purchase Receipt	MSO/Chief Pharmacist/Pharmacist
Stock Adjustment	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician, MSO/Chief Pharmacist/Pharmacist
Direct GAR Receipt	MSO/Chief Pharmacist/Pharmacist
Station Note	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician, MSO/Chief Pharmacist/Pharmacist
GAR THSC Receipt	MSO/Chief Pharmacist/Pharmacist
Nature Supplier	MSO/Chief Pharmacist/Pharmacist
Nature Acceptance	MSO/Chief Pharmacist/Pharmacist
Store Entry Screen	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician, MSO/Chief Pharmacist/Pharmacist
Stock View Screen	Ward Staff Nurse, Pharmacist, Lab tech, X-ray technician, MSO/Chief Pharmacist/Pharmacist
Locker	MSO/Chief Pharmacist/Pharmacist
Stock Entry	MSO/Chief Pharmacist/Pharmacist
Stock Transfer Screen	MSO/Chief Pharmacist/Pharmacist
Opening Balance Entry	MSO/Chief Pharmacist/Pharmacist
Supplier Entry	MSO/Chief Pharmacist/Pharmacist
Consolidation	MSO/Chief Pharmacist/Pharmacist
Auditor Receipt	MSO/Chief Pharmacist/Pharmacist
CLINICAL Module	
OP Record	Doctors
Discharge Record	Doctors
IP Record	Doctors, Staff Nurse
Discharge Summary	Doctors, Staff Nurse
Operative Details	Doctors, Staff Nurse
Nurse Admin	Staff Nurse
MATERNITY Module	
ANC Record	Doctors (clinical records)/ANM (immunisation)
Maternal Record	Doctors
Post Natal	Doctors
New Natal Subsystem	Staff Nurse
Post Natal Discharge Prescription	ANM, Staff Nurse
Family Welfare Services	ANM, Staff Nurse
BLOOD BANK Module	
Donor Registration	Staff Nurse
Blood Grouping	Staff Nurse
Screening Register	Staff Nurse
Registration	Staff Nurse
Cross Match	Staff Nurse
Issue	Staff Nurse
Stock Position	Staff Nurse
External Issue	Staff Nurse
External Receipt	Staff Nurse
Coombs test Request	Staff Nurse
Coombs test Result	Lab Technician

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