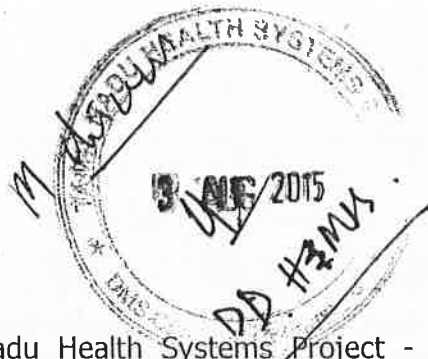




ABSTRACT

Health and Family Welfare Department - Tamil Nadu Health Systems Project - Implementation of Health Management Information System in all Government Medical Colleges/ Teaching institution/Hospitals/ dispensaries under the control of Director of Medical Education - Dispensing away with the manual reporting system- Fixing responsibility on various categories of Hospital staff/teaching staff/college staff/institution staff under the control of DME for online reporting through Health Management information Systems - Orders - Issued

HEALTH AND FAMILY WELFARE (EAPI/1) DEPARTMENT

G. O. (2D) No.44

Dated: 18.06.2015
Thiruvalluvar Aandu - 2046
Manmatha, Aani -3

Read

- 1) G.O. (2D) No.102, H&FW (EAP I/1) Department Dated: 01.03.11
- 2) G.O. (2D) No.87, H&FW (EAP I/1) Department Dated: 24.09.12
- 3) G.O (2D) No. 54, H&FW (EAP 1/1) Department Dated 02.07.13

Read also

- 4) From the Project Director, Tamil Nadu Health Systems Project, Letter. No. 3018/ HSP /HMIS/ 2014 dated: 3.1.2015.

ORDER:

In the Government order first read above, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project, to hire an appropriate software Consultant to develop and implement the Health Management Information System (HMIS) in 47 Health institutions under the control of Director of Medical Education and in the office of the Director of Medical Education, Hospital Management System (HMS) in 2 Hospitals Viz. Rajiv Gandhi Government General Hospital, Chennai and Government Thanjavur Medical College Hospital, Support and completion of Hospital Management System (HMS) implementation in 4 hospitals viz. RSRM Lying -in Hospital, Institute of Social Obstetrics and Kasturba Gandhi Hospital for Woman and Children, Institute of Child Health and Hospital for children, Chennai, College Management System in 19 Government Medical Colleges and an University Automation System in Tamil Nadu Dr.MGR Medical University, Guindy, Chennai.

2. In the Government Order second read above, the Government have accorded permission to the Project Director, Tamil Nadu Health Systems Project to implement Health Management Information System (HMIS) in all tertiary care hospitals and Hospital Management System (HMS) in 8 Medical College Hospitals to cover the out patients services only, instead of taking up only two hospitals as ordered in the Government order first read above, within the cost sanctioned in the said Government order. The Project Director, Tamil Nadu Health Systems Project

was also permitted to redistribute the IT infrastructure as per the need among the 8 Medical College Hospitals where Hospital Management System will be implemented as per the revised plan.

3. In the Government order third read above, among others, the Government accorded permission to the Project Director, Tamil Nadu Health Systems Project to implement Hospital Management System Outpatients workflow in 37 Health Institutions and 1 Government Dental College.

4. Consequent on the implementation of Health Management Information System, the Project Director, TNHSP has sent a proposal for fixing responsibilities on various categories of Hospital / Institutions / Teaching / College Staff for online reporting through Health Management Information System.

5. The Government have examined the proposal of the Project Director, Tamil Nadu Health Systems Project, carefully and decided to approve it. Accordingly, the Government issues the following orders :

- i) Health Management Information Systems shall be implemented across all the Government Medical Colleges/Teaching institutions /Hospitals/Dispensaries under the administrative control of Director of Medical Education. Henceforth online workflow and online data reporting through HMIS is mandatory except for the registers as detailed in Annexure I to this order, which will continue to be maintained manually even after the implementation of HMIS. The list of registers to be dispensed with which are indicated in Annexure II. Once Health Management Information System is fully operational, all the registers / records have to be maintained online. The registers / records indicated in Annexure IV to this order, which are required for audit purpose shall be printed out from the Health Management Information System application, signed by the respective authority and submitted to the auditors.
- ii). For effective implementation of the online reporting, responsibility is fixed on the various categories of hospital staff and they shall carry out the online reporting as detailed in Annexure III to this order.
- iii) A Helpdesk shall be established in the Directorate of Medical Education with two IT Coordinators for monitoring Phase III Health Management Information System implementation in the institutions. The Helpdesk will interact with TNHSP Head Quarters HMIS Helpdesk to resolve all IT related issues, Primary, Secondary Connectivity, LAN,UPS,POP end issues, furniture of HMS, Printers, Systems, Printer consumables, Stationary, AMC & Procurement related issues with ELCOT and out sourced IT coordinator placement.
- iv) The Help Desk in the Directorate of Medical Education and State Headquarters Health Management Information Systems Help Desk will regularly interact with the Support Service Staff (SSS) provided by ELCOT authorized vendor, stationed at Govt. Medical College Hospitals, as per Phase -III tender conditions.
- v) The Deans and other Heads of Department have to make use of the Technical Coordinators IT posted for the Co-ordination activities in the institution.

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vi) The following ancillary modules of Management Information System will be provided for the office in the Directorate of Medical Education office :

- a. H&D
- b. P&D
- c. OP
- d. Budget
- e. Establishment I to VI
- f. Legal Section
- g. ME I & II
- h. Administrative officers / Manager
- i. Joint Director Nursing
- j. Paramedical Education
- k. Joint Director (Administration)
- l. EDP section and DME PC work place
- m. Joint Director (Pharmacy)
- n. Selection Committee and its administrative areas within directorates

Once the IT infrastructure is ready in the Directorate, the staff of the Directorate should use the Management Information System module devised for the purpose

vii) Training on Health Management Information System modules will be imparted for various category of staff of Directorate of Medical Education under the following headings:-

- a. Hospital Management System training will be given to Hospital workers, Doctors, Staff Nurses, Pharmacists, Lab Technicians, X-Ray Technician, Compulsary Rotatory Residatial Intership's & Post Graduate students on roll
- b. Management Information System training will be imparted to ministerial staff, Statisticians, other report preparing Staff, Staff Nurses, Pharmacists, Lab Technicians and X-Ray Technician
- c. Collage Management System training will be imparted to college ministerial staff
- d. UAS training will be imparted to university ministerial staff
- e. A hand book on Health Management Information System and user manual will be provided
- f. The trained "e-Core team" will become the master trainers for continued training within the institution
- g. Health Management Information System utility in patient care services will be incorporated in the departmental test

viii) The manual system of health data reporting shall be dispensed with, as soon as the hardware and internet connectivity are established and training is completed in all institutions without fail. "Wean-off" process should be ensured by the Head of the Institutions in co-ordination with Health Management Information System team at Head Quarters.

ix) In case of any issues related to the non-availability of IT infrastructure like Computer, Internet connectivity etc, at the hospital / Institution, the staff will ensure reporting of Management Information System /College Management System & Hospital Management System data from any other

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alternative location indicated by the Technical Coordinator-IT under approval of the Institutional Head within the stipulated period of time.

- x) The Director of Medical Education ,Financial Advisor & Chief Accounts officer(FA&CAO) Joint Director (Admin),Deputy Directors, and all other subordinate officers at the Directorate level and Directors of the Govt. Teaching Medical Institutes in the City of Chennai, Deans of Govt. Medical College & Hospitals in Tamil Nadu, HOD of Clinical & Non-Clinical Departments of Govt. Medical College & Hospitals, R.M.Os of all Govt. Institutions Chief Medical Officers / Hospital Superintendents of Govt. Dispensaries under DME, Administrative Officers, Junior Administrative Officers, Ministerial Staff, Nursing Superintendents Grade-I &II, Medical Stores Officers ,Chief Pharmacists, Lab & X-Ray Technicians shall use the output data from Health Management Information Systems for the purpose of review, online report consolidation, budgeting, policy making, auditing, academic purpose, research analysis, & publishing.
- xi) The Head of the Institutions(Dean/Director) shall constitute a" e-Core team" in their respective institutions consisting of staff of the respective institutions with inclination towards IT, irrespective of the cadre to carry forward the Health Management Information System functionality effectively.
- xii) The Audit wing of the Directorate of Medical Education shall not insist on manual reports in respect of the items detailed in Annexure IV to this order.
- xiii) Every user will be provided with a unique User ID & Password under secured UIDPW policy which has to be judicially utilized.
- xiv) All reports to Director of Medical Education have to be sent online using Health Management Information System.
- xv) The Director of Medical Education will monitor the online Health Management Information System activities in all Tertiary Care Institutions and ensure periodical Health Management Information System data transmission related to Medical Education to the Government Central Repository "State Health Data Resource Center".
- xvi) The Director of Medical Education shall identify a Medical Officer in the rank of Deputy Director of Medical Education as the State Nodal Officer (SNO) for phase III Health Management Information System activities in 20 Government Medical Hospitals, 25 allied institutions and Directorate of Medical Education office. Similarly in the Medical College Hospitals in the district, the Deans should identify suitable /responsible officers to carry forward this activity.
- xvii) During the implementation, with the help of the Director of Medical Education and State Nodal Officer, Health Management Information System will visit each and every institution mentioned above to carry out the Health Management Information System activities by organizing periodical meetings to solicit cooperation with the respective Heads of Departments of the institutions.

- xviii) The Dean / Hospital Superintendent / Director should form a "e-core team" in each of the institution consisting of the following officers
- a. Resident Medical Officer
 - b. Medical Superintendent
 - c. Vice Principal
 - d. Senior Medical / Surgical or OG Registrar
 - e. Medical Records Officer
 - f. Medical Stores Officer
 - g. Nursing Superintendent Grade I (Matron)
 - h. Senior Lab Medical Officer (Pathology / Microbiology / Bio chemistry)
 - i. Senior Radiologist (CT, MRI, PET CT, Digital x-ray and PACS)
 - j. Senior Sonologist
 - k. Hospital Police Surgeon / HOD of Forensic Medicine
 - l. Post Graduate / Compulsary Rotatory Residatual Internship Welfare Medical Officer

The above mentioned e-core team along with IT Coordinator will meet every Monday to discuss various issues related to Health Management Information System in the respective institutions. Periodic usage reports have to be reviewed by the Head of the Institutions / Director of Medical Education once in a month. The "e-Core team" will ensure proper functioning of Health Management Information System in the respective hospital. Periodical meetings between "e-Core team" members of individual hospital and state Health Management Information System IT team should be held at Head Quarters preferably once in every three months

- xix) The "e-core team" in individual institution will be led by a Health Management Information System Nodal Officer (HNO) who will be identified by the Dean from the list of the above mentioned cadres having inclination towards IT activities and the enthusiasm to carry out the Government initiative appropriately by interacting/ coordinating with other e-core team members. If Nodal Officer for Health Management Information System is not available in a particular hospital, the Resident Medical Officer will be in-charge of all Health Management Information System activities and report the events to Dean/State Nodal Officer/Director of Medical Education.
- xx) The Health Management Information System Nodal Officer and Registrar shall assign the role to be adopted by the Compulsary Rotatory Residatual Internship's & Post Graduate Medical Students in helping their Tutor/Assistant Professor/ Associate Professor /Unit Chief in effective handling of poor patients taken through the Hospital Management System in the Out Patient Department /In Patient Wards. He is responsible for submitting the online details during Medical Council of India inspection to the inspecting officials.
- xxi) The roles and responsibilities of the Deputy Director Medical Education (HMIS) who will be also known as State Nodal Officer (SNO) are as detailed in Annexure VI to this order.

xxii) The roles and responsibilities of the institutions Resident Medical Officer are indicated in Annexure VII to this order.

xxiii) The roles and responsibilities of the Registrar of various Clinical Departments are indicated below:

They should interact with Health Management Information System Nodal Officer through Residential Medical Officer and provide necessary information on Post Graduates & Compulsary Rotatory Residatual Internship's to the Health Management Information System Nodal Officer. The Post Graduates and Compulsary Rotatory Residatual Internship will be given adequate training to handle Health Management Information System in their respective institutions with the help of IT Coordinators. The knowledge gained by Compulsary Rotatory Residatual Internship and PGs will be utilized for handling poor patients through this initiative.

5. This order issues with the concurrence of Finance Department vide its. U.O.No. 25024/H-II/15, dated 12.6.15.

(BY ORDER OF THE GOVERNOR)

J.RADHAKRISHNAN
SECRETARY TO GOVERNMENT

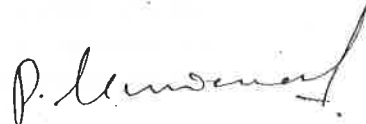
To

The Project Director,
Tamil Nadu Health Systems Project, Chennai- 6.
The Principal Accountant General (A&E), Chennai - 18.
The Principal Accountant General
(Audit I), Chennai -18.
The Pay and Accounts Officer (South), Chennai - 35.
The Director of Medical Education, Chennai - 10
The Managing Director, Electronic Corporation of Tamil Nadu,
Chennai - 35.

Copy to:

The Secretary to Government of India, Ministry of Health and Family Welfare, New
Delhi - 11.
The Country Director - India, The World Bank, New Delhi Office,
70, Lodhi Estate, New Delhi - 3.
The Finance (Health -I) Department, Chennai - 9.
SF/SC.

// FORWARDED BY ORDER //


SECTION OFFICER