

Chapter – 4

Rules, Regulations, Instructions, Manual and Records, for discharging functions

LIST OF DOCUMENTS

MEDICL RECORD DEPT.

AVAILABLE WITH MRT

- 1) OPD Register Book
- 2) Admission Register
- 3) M.L.C.Book (Medico Legal Book)
- 4) Death Report Book
- 5) Confinement Book
- 6) In book Paper of Discharged / Dead Patients
- 7) Casualty Transfer Book
- 8) Casualty Death Paper
- 9) Out of Mumbai (Body) Report Book
- 10) Birth Report Book
- 11) Death Book
- 12) M.L.C X-Ray Book
- 13) Birth Card
- 14) M.L.C.Certificate

WARDS AVAILABLE WITH SISTER INCHARGE OF WARD

- 1) Medical Indent Book (Leger)
- 2) General Indent Book
- 3) Store Return Book
- 4) A.C.Book
- 5) Hand taking Book
- 6) Expense Book
- 7) Sensus Book
- 8) Assignment Book
- 9) Dhobi Book
- 10) Day & Night Book
- 11) Transfer Book
- 12) Death Book
- 13) Nurses Duty Book
- 14) Autoclave Book
- 15) Yearly Census Diagnosis Book
- 16) Yearly Census Diagnosis Book
- 17) Information Book
- 18) MLC Book
- 19) X-Ray Book
- 20) B/S Transportation Book
- 21) Confinement Book
- 22) Birth Book
- 23) Indoor Book
- 24) D.C.Form.

O.P.D.

AVAILABLE WITH SISTER INCHARGE

- 1) Medical Indent Book
- 2) General Indent Book
- 3) Sp. Return Book
- 4) A.C.Book
- 5) Fund taking Book
- 6) X-Ray Book
- 7) Dhobi Book
- 8) Nurses Book
- 9) Autoclave Book
- 10) Expense Book
- 11) Medico-legal book

MATRON OFFICE

AVAILABLE WITH MATRON

- 1) Nurses Muster (Duty Book)
- 2) Nurses duty (Changing Book)
- 3) SI'L Duty Book
- 4) Servant Roll Call Book
- 5) Milk Book
- 6) Diet Book
- 7) Carpenter / Plumber Book
- 8) Complaint Book
- 9) Nurses Reg. Book
- 10) Patient Transfer information Book
- 11) Tea Book
- 12) Labour staff duty book
- 13) Old Muster Book
- 14) Nurses B.C. Book
- 15) Nurses & Servant Address Record Book
- 16) Application (Leave) Book
- 17) Census Book
- 18) Day and Night Report Book.

LEDGERS IN MEDICAL

MEDICAL STORE

Available with Pharmacist

- 1) Injection - Ledger
- 2) Tablet / Capsule – Ledger
- 3) Syrups and Ointment – Ledger
- 4) Rubber goods and disposable item – Ledger
- 5) Laboratory and X-ray material instrument – Ledger
- 6) Daily Receipt Book
- 7) Expiry Book
- 8) Stock Register

OFFICE REGISTERS

Office

Available with Head Clerk

- 1) Imprest Register
- 2) Main cash Register
- 3) Liability Register
- 4) Effective Register
- 5) Income Tax Register
- 6) Dead Stock Register
- 7) Plant and machinery Register
- 8) Store Ledger Register
- 9) Stationary Register
- 10) Postage Register
- 11) Dispatch Register
- 12) Muster Register
- 13) Service Record
- 14) Leave Record Register
- 15) Repair Register
- 16) Scrap Register
- 17) Tabulation Register
- 18) Duplicate Service and Leave Register
- 19) Bill Register

- 20) Unpaid Register
- 21) Pension Register
- 22) Audit Register
- 23) L.T.A.Register
- 24) Penalty Register
- 25) Telephone Message Book
- 26) M.O. Duty Report Book
- 27) M.O. Duty List

Operation Theatre

Available with Sister Incharge

- 1) Operations
- 2) Medicines (Injections)
- 3) Disposable items
- 4) Surgical / Ortho / Ophth. / ENT/ Instruments
- 5) Assignments (Servants / Staff)
- 6) AMO Complaint Book
- 7) Daily Injection
- 8) O.T.Sterilisation Record
- 9) Dead Stock Items
- 10) Total Yearly operations Record.

X-ray Dept.

Available with X-ray Technician

- 1) X-ray Register Book
- 2) X-ray Despatch Book
- 3) X-ray Film / Hypowater / Lysol' Indent Book
- 4) General Store Indent Book
- 5) A.C.Book
- 6) Store Return / Memo book / Hypowater Book

- 7) X-ray Film Ledger Book / Dead stock Book
- 8) Complaint Book (Medium Repairs)
- 9) Fixer & Developer (Ledge Book)
- 10) General complaint Book.

Fees charged by the Department for a copy.

Xerox charges of documents.

Address:

Centenary Municipal General Hospital,
Waman Tukaram Patil marg,
Govandi, Mumbai – 400 088.