



### FILE DISPATCH CHECKLIST

S.No.	Contents	Staff Nurse	MRD Staff
1.	<b>Admission Paper</b>	✓	
	Admission Case Paper	✓	✓
	OPD Paper	X	X
	Registration cum Escort Declaration Form	✓	✓
	Checklist for Private & Credit Patients	✓	✓
	Bed Reservation slip & Undertaking	✓	✓
	MLC Copy	✓	X
2.	<b>Discharge, Expired, DAMA &amp; Transfer</b>	✓	✓
	Discharge Summary	✓	✓
	Death Summary & Form-2 & Form-4 (Xerox copy)		X
	Transfer Summary		X
	DAMA		X
	Clinical Summary		X
3.	<b>Billing</b>	✓	X
	Final Bill	X	X
	Draft Bill	✓	✓
	Credit Letter		✓
	Charity Documents		✓
	Particulars of Deposit	✓	✓
	Particulars of Showing Charges for Treatment given to		✓
	Minor Procedure Indoor Patient in the Ward	✓	✓
	Special Investigation, Reports etc.	✓	✓
	Physiotherapy sheet	X	✓
	Dr. Daily Visit Chart	✓	✓
4.	<b>Progress Record, OT Note, All Surgery Consent &amp; Anaeasthetist Notes, Assessment (Casualty &amp; Ward)</b>	✓	
	Yellow Medication Chart	✓	
	Casualty Assessment	✓	✓
	Ward Assessment	✓	✓
	Newborn Initial Assessment Form	X	✓
	Progress Sheet	✓	✓
	Consent Form	✓	✓
	Anaeasthetist Notes	✓	✓
	Pre Operative checklist & Surgical Safety Checklist	✓	✓
	OT Notes	✓	✓
	Recovery Room Chart	✓	✓
5.	<b>Nursing Record</b>	✓	
	Nurses Initial Assessment	✓	
	Patient Fall Risk Assessment, if any	✓	✓
	Nurse Daily Record	✓	✓
	TPR / Intake Output Chart	✓	✓
	Diabetic Chart	✓	✓
	Critical Care Flow sheet	✓	✓
	Nurse Care Plan	✓	✓
	Patient & Family Education Form	✓	✓
	Nutritional Assessment by Dietician	✓	✓
6.	<b>All Report</b>	✓	
	Blue Investigation Sheet	✓	✓
	Pathology & Microbiology	✓	✓
	Radiology Reports (X-Ray, USG, CT Scan, MRI etc)	✓	✓
	Cardiac Reports (Echo, ECG, CAG, PTCA)	✓	✓
	Out Side Reports	X	X
7.	<b>Any other Documents</b>	✓	
	Previous Discharge Card, Report, If any	✓	
	Prescription pad for IPD	✓	✓
	Xerox copy of Immunization Record	✓	✓
	Blood Requisition (Carbon copy)	✓	✓
	Birth Certificate Application Form	X	✓
	Discharge File Movement		✓

Checked by: Nichita  
Date: 5/10/24  
Sign: NRJ  
EMP No.: W3301  
Sister In-charge Signature: Nicely

MRD Office  
Checked by: Dinesh Thakur  
Date: 7/10/24  
Sign: SDT  
EMP No.: A133A  
MRD In-charge Signature: