



MGM

NEW BOMBAY HOSPITAL, VASHI

Plot No. 35, Sector 3, Vashi, Navi Mumbai - 400703. Tel.: (022) 5066 6777

MR. KIRAN BHAGWAN TAWARE
UHID : MGM240017131 IPD : MGMIP2406720
Age/Sex : 56 Years /M/OA : 05/10/2024
BED : SW-518 WARD : MWU
DR : DR.PRASHANT ATHALE

EDITED

FILE DISPATCH CHECKLIST

S.No.	Contents	Staff Nurse	MRD Staff
1.	Admission Paper		
	Admission Case Paper	✓	✓
	OPD Paper	✓	✓
	Registration cum Escort Declaration Form	✓	✓
	Checklist for Private & Credit Patients	✓	✓
	Bed Reservation slip & Undertaking	✓	✓
	MLC Copy	✗	✓
2.	Discharge, Expired, DAMA & Transfer		
	Discharge Summary	✓	✓
	Death Summary & Form-2 & Form-4 (Xerox copy)	✗	✓
	Transfer Summary	✓	✓
	DAMA	✓	✓
	Clinical Summary	✓	✓
3.	Billing		
	Final Bill	✗	✓
	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	✓	✓
	Dr. Daily Visit Chart	✓	✓
4.	Progress Record, OT Note, All Surgery Consent & Anaesthetist Notes, Assessment (Casualty & Ward)		
	Yellow Medication Chart	✓	✓
	Casualty Assessment	✓	✓
	Ward Assessment	✓	✓
	Newborn Initial Assessment Form	✗	✓
	Progress Sheet	✓	✓
	Consent Form	✓	✓
	Anaesthetist Notes	✓	✓
	Pre Operative checklist & Surgical Safety Checklist	✓	✓
	OT Notes	✓	✓
	Recovery Room Chart	✓	✓
5.	Nursing Record		
	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.	All Report		
	Blue Investigation Sheet	✓	✓
	Pathology & Microbiology	✓	✓
	Radiology Reports (X-Ray, USG, CT Scan, MRI etc)	✓	✓
	Cardiac Reports (Echo, ECG, CAG, PTCA)	✓	✓
	Out Side Reports	✗	✓
7.	Any other Documents		
	Previous Discharge Card, Report, If any	✓	✓
	Prescription pad for IPD	✗	✓
	Xerox copy of Immunization Record	✓	✓
	Blood Requisition (Carbon copy)	✓	✓
	Birth Certificate Application Form	✗	✓
	Discharge File Movement	✓	✓

Checked by: Nitin
Date: 13/11/2024
Sign:
EMP No.: 13458
Sister In-charge Signature:

MRD Office
Checked by: Nitin (In-charge)
Date: 18/11/2024
Sign:
EMP No.: 13458
MRD In-charge Signature: