



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 DOA : 05/10/2024
 BED : SW-518 WARD : MWU
 DR : DR. PRASHANT ATHALE



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: Nilima
 Date: 13/11/24
 Sign: [Signature]
 EMP No.: 03458
 Sister In-charge Signature: [Signature]

MRD Office: [Signature]
 Checked by: [Signature]
 Date: 18/11/24
 Sign: [Signature]
 EMP No.: 12716
 MRD In-charge Signature: [Signature]