



MGM
NEW BOMBAY HOSPITAL, VASHI



MRS. LALITA RAVINDRA LOKHAND
UHID : MGM16035596 IPD : MGMIP2406662
Age/Sex : 68 Years / F DOA : 03/10/2024
BED : 806 WARD : SAUN
DR DR K RAJMOHAN

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: Nikhil
Date: 27/10/24
Sign: [Signature]
EMP No.: 103307
Sister In-charge Signature: Nicey
103307

MRD Office
Checked by: Dinesh Thakur
Date: 27/10/24
Sign: [Signature]
EMP No.: A1334
MRD In-charge Signature: _____