



Data Collection for Health System Costing in India

Data collection
District Hospital

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THIS DOCUMENT IS PART OF A SERIES THAT PROVIDES A STANDARDIZED METHODOLOGY FOR COSTING HEALTH SERVICES IN INDIA. THE SERIES DESCRIBES THE METHODOLOGY USED IN THE COSTING AND ALSO PROVIDES A [MANUAL](#) AND SET OF DATA COLLECTION TOOLS FOR USE IN APPLYING THIS METHODOLOGY. THE METHODOLOGY FOLLOWS STANDARD COSTING PRINCIPLES.

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General instructions for cost data collection at the level of medical colleges

The data collection tool for collecting cost data at the speciality level of a district hospital has been divided into 4 parts based on the division of cost centres at a speciality level i.e., Outpatient department (OPD), Intensive care unit (ICU), Inpatient ward (IPD) and Operation theatre (OT). In addition to these 4 cost centres, there is a section for collecting the background information on the number and wages of human resources, expenditure on overheads, stationary and sanitary items, etc. pertaining to each speciality as a whole has also been included in overall cost data collection tool. The sections pertaining to specific cost centres (OPD, ICU, IPD) are designed to collect information on inputs (like space, equipment, drugs, consumables, etc.) consumed and service output produced as a whole.

The section on OT aims to capture surgery specific information at a more detailed level for both service outputs like number of various surgeries performed by the respective department during the reference period and inputs in term of usage of various equipment for specific surgeries present in the operation theatre. The last sub-section of the tool on OT is designed to collect information based on the interview of key personnel on the following key indicators in the respective department.

1. Time taken in performing a particular surgery.
2. Average length of stay in the intensive care unit following a particular surgery.
3. Average length of stay in the inpatient ward following a particular surgery.
4. Number of different personnel involved in the surgery.
5. Number of various diagnostic tests prescribed to the patient undergoing a particular surgery
6. List of consumables for each of the procedure (list of consumables purchased by the patient before undergoing surgery)

Overall department cost data collection tool for District hospital

Interview Date: _____

State Name: _____

Facility Name: _____

Department Name: _____

Section 1 : Background information

Name of the State	
Name of the Facility	
Name of the Department	

Section 2 : Facility information

Public holidays in last year (Excluding Sundays)	
Days per week facility is closed	
Hours per day facility is open	
Average length of stay	
Total population under the facility	
Total males	
Total females	
Total children under five years	
Total children > 5 years	

Section 6 : Overheads (Overall for the all departments)

Name of items	Expenditure (Annual)
A. Building	
Electricity	
Water	
Maintenance	
Telephone	
Kerosene	
Other	
Total (If available)	
B. Equipment	
Maintenance	
Repairs	
Others	
Total (If available)	

Section 7 : Utilization of funds and grants

S.No.	Name of grant	Amount

Apportion the amount according to the fund utilized in the type of service mentioned below (Enter 1 in below cells highlighted in green colour)

OPD	IPD	Operation theatre	General Administration	Teaching / Training	Workshop / Conference	Outreach	Meeting	Research

Section 9 : Time allocation

Activity name	Type of activity	Fixed schedule activity			Routine Activity					
	Fixed=1, Routine=2	Frequency	Hours per day of activity	Days for which the activity was done during the reference year	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	Number of beneficiaries on a routine day (b) (weekly)	Number of beneficiaries on a routine day (b) (monthly)	Number of beneficiaries on a routine day (b) (Yearly)	If not (a) and (b) then how much time to do the activity
Staff Member Name										
OPD										
IPD										
ICU										
Operation theatre										
General administration										
Teaching / training										
Workshop / Conference										
Outreach										
Meetings										
Research										

*'1' for once a year participation, '2' for twice a year, 3 for thrice a year participation, 4 for quarterly participation, 5 for once every two months, 6 for monthly participation, 7 for fortnightly participation, 8 for weekly participation, 9 for twice a week participation, 10 for thrice a week participation.

Cost data collection tool of OPD for Tertiary care hospital

Section 1 : Service delivered in different rooms		
S.No.	Speciality (If any)	Number of outpatient consultations delivered

Section 2 : Individual Room (Room wise dimensions in the outpatient department)		
S.No.	Name of room	Area in Sq. feet

Section 3 : Furniture items (Observations & record review)				Quantity of furniture items in each room								
S.No.	Name of Item	Unit cost	Average life	OPD Room no. 1	OPD Room no. 2	OPD Room no. 3	OPD Room no. 4	OPD Room no. 5	OPD Room no. 6	OPD Room no. 7	Corridor	Corridor

Section 4 : Equipment / other items (Observations & record review)						
S.No.	Room Name	Name of Equipment	Quantity	Unit Price	Average life	Date of purchase of equipment
	Room no. 1					
	Room no. 2					
	Room no. 3					

Section 5 : Drugs (Details of drugs consumed in the outpatient department)

S.No.	Name of Drug	Quantity consumed	Quantity expired	Unit Price

Section 6 : Consumables (Details of consumables consumed in the outpatient department)

S.No.	Name of Consumable	Quantity	Unit Price

Section 7 : Utility (Diet & Laundry)

	Quantity	Expenditure (Annual)
Different types of laundry items washed		
Total		
Different types of diets served		
Total		

Cost data collection tool of IPD for District hospital

Section 1 : Human resource					
(List the number of consultants/residents from other departments visiting the inpatient ward (IPD) of the selected department)					
S.No.	Designation	Speciality	Monthly gross salary	Average visits per week in the inpatient ward of the selected department	Average time per visit (in minutes)

Section 2 : Annual service detail		
S.No.	Number of patients admitted in the Inpatient ward	Specific reason of admission

Section 3 : Individual Room (Room wise dimensions in the inpatient department)

S.No.	Name of room	Area in Sq. feet

Section 4 : Furniture items (Observations & record review)

Quantity of furniture items in each room

S.No.	Name of Item	Unit cost	Average life	Quantity of furniture items in each room									
				IPD Ward no. 1	IPD Ward no. 2	IPD Ward no. 3	IPD Ward no. 4	IPD Ward no. 5	IPD Ward no. 6	IPD Ward no. 7	Corridor	Corridor	

Section 5 : Equipment / other items (Observations & record review)

S.No.	Room Name	Name of Equipment	Quantity	Unit Price	Average life	Date of purchase of equipment
	Ward no. 1					
	Ward no. 2					
	Ward no. 3					

Section 6 : Drugs (Details of drugs consumed in the inpatient department)

S.No.	Name of Drug	Quantity consumed	Quantity expired	Unit Price

Section 7 : Consumables (Details of consumables consumed in the inpatient department)

S.No.	Name of Consumable	Quantity	Unit Price

Section 8: Utility (Diet & Laundry)

	Quantity	Expenditure (Annual)
Different types of laundry items washed		
Total		
Different types of diets served		
Total		

Cost data collection tool of ICU for District hospital

Section 1 : Human resource					
(List the number of consultants/residents from other departments visiting the intensive care unit (ICU) of the selected department)					
S.No.	Designation	Specialty	Monthly gross salary	Average visits per week in the ICU of the selected department	Average time per visit (in minutes)

Section 2 : Annual service detail		
S.No.	Number of patients admitted in the ICU of the department	Specific reason of admission

Section 3 : Individual Room (Room wise dimensions in the intensive care department)

S.No.	Name of room	Area in Sq. feet

Section 4 : Furniture items (Observations & record review)

Quantity of furniture items in each room

S.No.	Name of Item	Unit cost	Average life	ICU Room no. 1	ICU Room no. 2	ICU Room no. 3	ICU Room no. 4	Corridor	Corridor

Section 5 : Equipment / other items (Observations & record review)

S.No.	Room Name	Name of Equipment	Quantity	Unit Price	Average life	Date of purchase of equipment

Section 6 : Drugs (Details of drugs consumed in the intensive care department)

S.No.	Name of Drug	Quantity consumed	Quantity expired	Unit Price

Section 7 : Consumables (Details of consumables consumed in the intensive care department)

S.No.	Name of Consumable	Quantity	Unit Price

Section 8 : Utility (Diet & Laundry)

	Quantity	Expenditure (Annual)
Different types of laundry items washed		
Total		
Different types of diets served		
Total		

Cost data collection tool of OT for District hospital

Section 1 : Annual service detail		
S.No.	Name of surgery	Annual number of surgeries done in financial year

Section 2 : Individual Room (Room wise dimensions in the operation theatre)		
S.No.	Name of room	Area in Sq. feet

**If the OT complex is common for whole of the institute, then ask about the:*

- *Number of operation theatres reserved for the respective specific speciality*

OR

- *If number of OTs are limited and specific days of a week are fixed for each of the department within the institute; then ask about the number of fixed days / week for which the certain number of operation theatres are booked for the department under study*

Section 3 : Furniture items (Observations & record review)				Quantity of furniture items in each room								
S.No.	Name of Item	Unit cost	Average life	Operation theatre no. 1	Operation theatre no. 2	Operation theatre no. 3	Operation theatre no. 4	Operation theatre no. 5	Operation theatre no. 6	Operation theatre no. 7	Corridor	Corridor

Section 4 : Equipment / other items (Observations & record review)							
S.No.	Room Name	Name of Equipment	Quantity	Unit Price	Average life	Name the surgery for which it is used	Date of purchase of equipment
	Operation theatre 1						
	Operation theatre 2						
	Operation theatre 3						

Section 5 : Drugs (Details of drugs consumed in the operation theatre)

S.No.	Name of Drugs	Quantity Consumed	Quantity Expired	Name the surgery for which it is used	Unit Price

Section 6 : Consumables (Details of consumables consumed in the operation theatre)

S.No.	Name of Consumable	Quantity	Unit Price

Section 7 : Utility (Diet & Laundry)

	Quantity	Expenditure (Annual)
Different types of laundry items washed		
Total		
Different types of diets served		
Total		

Key personnel interview

Ask the following information from a key personnel for each of the surgery to be costed in a particular department:

Procedure - 1					
Average time taken for performing the procedure in the operation theatre	Average length of stay in the intensive care unit (if any)	Average length of stay in the inpatient ward	Number of specific personnel involved in the surgery (Consultant, Senior resident, Junior resident, Anesthetist, Residents of an aesthesia, OT technicians, etc.)	Number of various diagnostic tests performed on a patient undergoing the procedure	List of consumables for each of the procedure (list of consumables purchased by the patient before undergoing surgery)

Procedure - 2					
Average time taken for performing the procedure in the operation theatre	Average length of stay in the intensive care unit (if any)	Average length of stay in the inpatient ward	Number of specific personnel involved in the surgery (Consultant, Senior resident, Junior resident, Anesthetist, Residents of anesthesia, OT technicians, etc.)	Number of various diagnostic tests performed on a patient undergoing the procedure	List of consumables for each of the procedure (list of consumables purchased by the patient before undergoing surgery)