



Data Collection for Health Services Costing in India

Data collection Public Tertiary Care 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.

Basic information

Name of the State	
Name of the Institute	
Name of the Department	

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	

Human Resources

Human Resources										
Staff							Annual Allowances			
S.No.	Designation	Speciality	Utility (OPD/IPD/Operation theatre)	Monthly Salary	Leave days in the reference year for each staff	Incentive/other allowances like TA/DA received for training	Total housing allowance (if received)	Total transport allowance	Total uniform allowance	Period/Days of Posting the year 2014-15

Capital Space

Area of the Department (Total area in Sq. ft.) (Covered + open space)	
What is the rental price of 100 sqft place where this Public Health Centre is located?	
Was there any expense on construction of Department or renovation during the period of data collection	

Stationary and other miscellaneous items

S.No.	Name of Item	Quantity	Unit Cost

Overheads

S.No.		Expenditure (Annual)
	A. Building	
	Electricity	
	Water	
	Maintenance	
	Telephone	
	Kerosene	
	Other	
	Total (If available)	
	B. Equipment	
	Maintenance	
	Repairs	
	Other	
	Total (If available)	
	Others	

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

Revenue generated

S.No.	Source	Amount

OPD: Service delivered in different rooms

S.No.	Speciality (If any)	Number of outpatient consultations delivered

OPD: Individual Room

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

OPD: Furniture items

Quantity of furniture items in each room

S.No.	Name of Item	Unit cost	Average life	Room Name	Room Name

OPD: Equipment / other items

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

OPD: Drugs

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

OPD: Consumables

S.No.	Name of Consumable	Quantity	Price

OPD: Laundry

Utility name	Quantity	Expenditure (Annual)

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Inpatient Ward

Human resource: List the number of consultants/residents from other departments visiting the inpatient ward 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)

Annual service detail: Inpatient ward

S.No.	Number of patients admitted in the Inpatient ward	Specific reason of admission

IPD: Individual Room

Name of room	Area in Sq. feet

IPD: Furniture items				Quantity of furniture items in each room	
S.No.	Name of Item	Unit cost	Average life	Room Name	Room Name

IPD: Equipment / other items						
S.No.	Room Name	Name of Equipment	Quantity	Price	Average life	Date of purchase of equipment

IPD: Drugs				
S.No.	Name of Drug	Quantity consumed	Quantity expired	Unit Price

IPD: Consumables

S.No.	Name of Consumable	Quantity	Price

IPD: Utility diet & Laundry

Utility name	Quantity	Expenditure (Annual)

Intensive care unit (ICU)

Human resource: List the number of consultants/residents from other departments visiting the intensive care unit of the selected department

S.No.	Designation	Speciality	Monthly gross salary	Average visits per week in the ICU of the selected department	Average time per visit (in minutes)

Annual service detail: ICU

S.No.	Number of patients admitted in the ICU of the department	Specific reason of admission

Intensive care unit: Individual Room

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

Intensive care unit: Furniture items				Quantity of furniture items in each room	
S.No.	Name of Item	Unit cost	Average life	Room Name	Room Name

Intensive care unit: Equipment / other items						
S.No.	Room Name	Name of Equipment	Quantity	Price	Average life	Date of purchase of equipment

Intensive care unit: Drugs				
S.No.	Name of Drug	Quantity consumed	Quantity expired	Unit Price

Intensive care unit: Consumables

S.No.	Name of Consumable	Quantity	Price

Intensive care unit: Utility diet & Laundry

Utility name	Quantity	Expenditure (Annual)

Annual service detail: Operation theatre

S.No.	Name of surgery	Annual number of surgeries done in financial year

Operation theatre: Individual Room

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

Operation theatre: Furniture items

Quantity of furniture items in each room

S.No.	Name of Item	Unit cost	Average life	Room Name	Room Name	Room Name

Operation theatre: Equipments / other items

S.No.	Room Name	Name of Equipment	Quantity	Price	Average life	Name the surgery for which it is used	Date of purchase of equipment

Operation theatre: Drugs

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

Operation theatre: Consumables

S.No.	Name of Consumable	Quantity	Price

Operation theatre: Laundry

Utility name	Quantity	Expenditure (Annual)

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 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)