

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
Ansari Nagar, New Delhi-110029

No. 8 / EHS / 2017 - EHS - (N)

Dated : 3.2.2017

CIRCULAR

**Subject : Mechanism for arranging store items (Medicines and Surgical consumables) for Inpatient hospitalised EHS beneficiaries**

It has come to my notice that the hospitalised EHS (Employees Health Scheme) beneficiary patient are being asked to purchase medicines and surgical consumables from outside causing avoidable inconvenience to them.

The procedure to be followed for arranging requisite store items (medicines and surgical consumables) for EHS beneficiaries is hereby reiterated:

**Procedure for demand and issue of items :**

All medicines and surgical consumables prescribed to the indoor EHS beneficiaries are to be provided/arranged by the respective inpatient ward at the earliest possible. In the case of admitted patients, it will be the responsibility of Sister In-Charge to arrange all items required for EHS beneficiaries required either from ward stores or hospital stores as the case may be (through the routine indenting system).

**Procedure for demand and issue of items not available in ward :**

• ***During working hours***

Those items which are not available in ward are to be indented from the hospital store/s along with requisition form (copy enclosed) duly filled and signed by treating doctor. Store Office will arrange and issue these items to wards.

• ***After working hours and on holidays/Sundays***

The nurse on duty will send the indent and requisition form (copy enclosed) to the Duty Officer in Control Room (Telephone No. 3308, 3574, Room No 12, Ground Floor, Private Ward Block) to arrange for such items. Duty Officer will arrange these items from the local purchase chemist. In case the Duty officer is not able to arrange some of these items, the beneficiary will be advised by the Duty Officer to purchase such items from the market and to seek reimbursement from the Hospital Store.

All concerned are requested to take note of these mechanism for arranging medicine/surgical items for admitted EHS beneficiaries. In case anyone faces any difficulty, the same should be brought to the notice of Officer Incharge EHS (Dr.

ALLMS CONTENT  
PROVEDER

M. Arunata

9/2/17

Sayee/w

14/2

9/2

Sanjay Arya, Professor of Hospital Administration/Office of the Medical Superintendent).

( Dr. D.K.Sharma )  
Medical Superintendent

Encl. : As above.

**Distribution :**

1. All ANS Incharge(s) of Inpatient ward : with request to ensure that all nurses are handed over a copy of this communication and copy is also pasted prominently on nursing stations.
2. Store Offices : with request to distribute copies to all Storekeepers/ASO for needful.

**Copy to :**

1. All Faculty members and all Residents through Head of Department
2. Karamchari Union (KU)
3. Resident Doctors Association (R.D.A.)
4. Society for Young Scientist (S.Y.S.)
5. Student Union (S.U.)
6. Nursing Union (N.U.)
7. AIIMS Retired Employees Welfare Association
8. *officers Association*

c.c. : PPS to Director/Dean

बी० पी० एल०/निर्धन/गरीब रोगी के लिए दवाइयों/शल्यक उपभोज्यों की मांग हेतु प्रपत्र।  
Proforma for requisition of medicines/Surgical consumables for BPL/Poor Indigent Patient.

**Note:** Recommending physician will instruct the nursing staff of respective patient care area that any medicines/surgical consumables left unused

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ई0 एच0 एस0 लाभार्थी रोगियों के लिए दवाइयों/शल्यक उपभोज्यों की मांग हेतु प्रपत्र।  
Proforma for requisition of medicines/Surgical consumables for EHS Patient.

दिनांक / Date.....

नाम / Name: ..... आयु / Age: ..... लिंग / Sex: .....

यू0एचआईडी सं /UHID No .....सी0 आर0 न0/C.R.No: ..... दाखिले की तिथि / Date of Admission .....

विभाग / एकक / Department/Unit : ..... वार्ड /Ward: ..... बिस्तर सं0 /Bed No: .....

निदान एवं उपचार योजना /Diagnosis & Treatment Plan: .....

कार्ड सं0/EHS No .....

उपयुक्त उल्लेखित ई0 एच0 एस0 लाभार्थी रोगी हेतु निम्नलिखित दवाइयों/शल्यक उपभोज्यों की आवश्यकता है। यह संस्तुति की जाती है कि रोगी को इन दवाइयों/शल्यक उपभोज्यों को अस्पताल भंडार से एक विशिष्ट केस के रूप में जारी किया जाए।  
The following medicines/surgical consumables are required for the above mentioned EHS patient. It is recommended that the patient may be issued these medicines/surgical consumables from hospital store.

क0 सं0 S.No.	दवाइयों/शल्यक वस्तुएं Medicine/Surgical Items	खुराक एवं अवधि Dose & Duration	Quantity मात्रा

यह सत्यापित किया जाता है कि उपयुक्त उल्लिखित रोगी ई0 एच0 एस0 लाभार्थी है एवं अस्पताल भण्डार से दवाइयों/शल्यक उपभोज्यों का प्रावधान करने की संस्तुति की जाती है।

It is verified that the aforementioned patient is an EHS beneficiary and it is recommended to make provision of medicines/surgical consumables from hospital store.

डा0 /Dr. ....)

मोहर सहित हस्ताक्षर /Signature with seal

कृपया अनुमोदन हेतु प्रभारी अधिकारी (क0 स्वा0 यो0 रोगियों हेतु विशिष्ट मांग) के पास प्रस्तुत है।  
Submitted to Officer I/C (ई0 एच0 एस0 लाभार्थी रोगियों हेतु) for approval.

नोट:- संस्तुति करने वाले चिकित्सक संबंधित रोगी उपचार क्षेत्र के नर्सिंग स्टाफ को निर्देश दें कि इस प्रकार से उपयुक्त उल्लिखित ई0 एच0 एस0 लाभार्थी रोगी को जारी कोई भी दवाई/शल्यक उपभोज्य संबंधित अस्पताल भण्डार को वापस किए जाएं।

Note: Recommending physician will instruct the nursing staff of respective patient care area that any medicines/surgical consumables left unused after treatment/ discharge of aforementioned EHS beneficiary are returned to respective hospital stores.