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ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

No.F.8/EHS/2017-Estt.(H.)

Dated: 16.03.2017

Subject:- Streamlining process of Procurement of medicines for In-Patient E.H.S beneficiaries – regarding.

It has been brought to the notice of Medical Superintendent that the following difficulties are being faced by nursing officers working in wards to procure prescribed drugs for EHS beneficiaries:

1. Junior Nurses are not aware of existing mechanism to procure medicines for EHS beneficiaries.
2. Residents are not able to fill in requisition forms in time due to their other engagements in patient care.
3. In case Nurses send L.P indent book to stores/duty officers without filled & signed requisition form, such indents are not processed citing procedural deficiencies.

In order to simplify and streamline the process, following changes are being made to the existing procedure:

1. At present Drug requisition form of Inpatient E.H.S beneficiaries are being counter signed by any of the faculty of the Hosp. Admn. before being processed at stores. Henceforth there is no need for counter signature on requisition forms if these are signed by consultant/senior resident. Nursing officers from the ward can directly send the duly filled requisition form signed by consultant/Senior resident along with the indent book to the concerned stores for further processing and issue of drugs/consumables. Store officer/store keeper will arrange and issue these items preferably on the same day either from the store or arranging through L.P vendor. In case any drug/consumable is not arranged through these sources, only such items will be bought by patient attendants and seek reimbursement. Store keeper will make endorsement on requisition form that such items are not available/couldn't be arranged from L.P.
2. In case there is need for any consumable/drug to Inpatient EHS beneficiaries but the same could not be sent to store during working hours i.e. after 05:00 P.M or during holidays, in such instances nursing officers from the ward should directly send the duly filled in form signed by consultant/Senior resident along with the indent book to the duty officer for further processing and issue of drugs. Duty officers will arrange and issue these items accordingly. In case any drug/consumable is not arranged through these sources, only such items will be bought by patient attendants and seek reimbursement. Duty officer will make endorsement on requisition form that such items are not available/couldn't be arranged from L.P.

P.T.O.

3. In instances where concerned residents are not available in wards and not able to fill in the requisition forms for any reason and if there is likelihood of delay, in such cases Nursing officers should send the indent of such requests directly either to stores in working hours or to duty officer after 05:00 P.M. & during holidays with a note on top of indent book that "requisition form could not be filled by resident". concerned store officials or duty officers will also process such indents and arrange necessary drugs/consumables for E.H.S inpatients

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(Dr. SANJAY KUMAR ARYA)
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Distribution:

1. All Nursing officers through office of C.N.O for necessary Action
2. All the S. R's & J. R's of Hosp. Admn. for Information & compliance
3. All the Assistant stores officers/store keepers through office of Stores officer.

Copy to:

1. All the Head of Departments for information please.
2. All the Faculty of Hosp. Admn.

C.C: Medical Superintendent } - for kind information.

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