



# Data Collection for Health Services Costing in India

## Data collection tool: District Hospital

**School of Public health  
Post Graduate Institute of Medical Education and Research  
(PGIMER)  
Chandigarh  
India**



# **Data Collection for Health Services Costing in India**

## **Data Collection Tool: District Hospital**

This document is part of a series that provides a standardised 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.



# Cost Data Collection Tool-District Hospital

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## Cost data collection tool: District Hospital (DH)

**Interview Date:** \_\_\_\_\_ **State Name:** \_\_\_\_\_ **District Name:** \_\_\_\_\_

**Facility Name:** \_\_\_\_\_

### Section 1: Interview with the head of the facility or person In-charge

- A. Please tell me how many days per week this facility is closed? : \_\_\_\_\_ (Days per week)
- B. Please tell me how many hours per day this facility is open? : \_\_\_\_\_ (Hours per day)
- C. If the facility remains closed on Public holidays then mention total public holidays in last year: \_\_\_\_\_(Days in year)



# Cost Data Collection Tool-District Hospital



	Monthly gross salary(inclusive of all allowances or deductions)	How many days he/she did not work in year of data collection i.e. 2017-18(**leaves in a year)	Annual Incentive received for trainings (TA/DA received for trainings)

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# Cost Data Collection Tool-District Hospital



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# Cost Data Collection Tool- District Hospital

## Section 3: Details of annual allowances received (Interviews and record review)

Designation	Government residence		Transport facility		Uniform provided/ allowance		
	Square feet of the house building or rooms provided (Do mention the unit of data collection)	Amount paid in a year or How much would you pay if you would rent this house i.e. monthly rental price*12?	Amount paid in a year	Vehicle name and year of make, if provided free	Times per year (a)	Unit cost of uniform (b)	Amount incurred on uniform (a*b) or If unit cost not available ask, "For how much it will be available from market, if bought on its own?"



# Cost Data Collection Tool- District Hospital

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# Cost Data Collection Tool- District Hospital

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# Cost Data Collection Tool- District Hospital



## Section 4a: Annual services delivered (Record based)

Services delivered	Specialities	Actual services delivered in OPD during last year	Actual services delivered in IPD during last year	Auxiliary services
Number of patients given OPD consultations in each of the specialities	Paediatrics		NA	NA
	Medicine		NA	NA
	Chest		NA	NA
	Eye		NA	NA
	ENT		NA	NA
	Surgery		NA	NA
	Orthopaedics		NA	NA
	Skin		NA	NA
	Gynaecology		NA	NA
	Dental		NA	NA
	Psychiatry		NA	NA
	Ayurveda- OPD		NA	NA
	Homeopathy- OPD		NA	NA
	Yoga- OPD		NA	NA
Geriatric services		NA	NA	
OPD consultations in super specialities (if any)	Cardiology		NA	NA
	Gastro-enterology		NA	NA
	Urology		NA	NA
	Oncology		NA	NA
	Neurology/Nephrology		NA	NA
Number of patients admitted for inpatient care	Paediatrics	NA		NA
	Medicine	NA		NA



## Cost Data Collection Tool- District Hospital

	Chest	NA		NA
	Eye	NA		NA
	ENT	NA		NA
	Surgery	NA		NA
	Orthopaedics	NA		NA
	Skin	NA		NA
	Gynaecology	NA		NA
	Geriatric services	NA		NA
	Others (like physiotherapy)			NA
Number of patients treated	Emergency (Accident and other emergency)	NA		NA
	Critical care/Intensive care unit	NA		NA
	Labour room	NA		NA
	Neonatal intensive care unit	NA		NA
	Dialysis unit	NA		NA
Number of patients treated in Operation theatre (OT)	General operations			
	Surgery/orthopaedics OT			
	Eye OT			
	Emergency OT			
	Other operations			
Number of patients given consultations/treated	Integrated Counselling and Testing Centre		NA	
	De-addiction centre		NA	
	Rehabilitation services		NA	
Family planning services	IUCD procedure		NA	
	Tubectomy procedure		NA	
Dietetics: Number of diet served		NA	NA	
Laundry: Number of clothes washed		NA	NA	
Central sterilized department: Number of items sterilized		NA	NA	



## Cost Data Collection Tool- District Hospital

### Section 5: Sources of Revenue

S. No.		Amount collected during the period 2017-18
1.	Procedure fee (Medical dental combined)	
2.	Referral Charges	
3.	Medical certificate for driving license	
4.	Birth –death registration	
5.	Record checking for Birth –death	
6.	Issuing the card Birth –death	
7.	Any other (specify)	
	<b>Total user fee from 2017-18</b>	

### Section 6: Details regarding population covered at the facility

Total population under the Public Health Centre	Total= Male= Female= Children (under 5 years)= Children (5-10 years)=
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# Cost Data Collection Tool- District Hospital

## Section 7 and 8: Physical infrastructure (Interview based)

Section 7 a: Particulars	Specify
Area of the building (Total area in Sq. ft.) (Covered + open space)	
What is the rental price of 100 sq. ft place where this Public Health centre is located?	
Was there any expense on construction of building or renovation during the period of data collection	

## Section 8: Services delivered in different rooms in facility

**\*Instruction:** If the activity is a routine activity, then fill the code 11 (for routine activity) in column b (as shown in the frequency codes below) and hours per day in column (c). Similarly, if the given activity is a fixed activity (fill the respective code in column B, as per codes mentioned) and write the total hours in column 'c' for which the activity was done.  
**Frequency:** \*'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, **11 for routine activity.**

Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

# Cost Data Collection Tool- District Hospital



Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____			Room Name _____		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
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# Cost Data Collection Tool- District Hospital

Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

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Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)



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Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
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Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

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Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

Room Name			Room Name			Room Name			Room Name			Room Name			Room Name		
Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)			Area (Sq. feet)		
Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)	Activity name (a)	Freq* (b)	Hours (c)

# Cost Data Collection Tool- District Hospital



Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		

Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		

# Cost Data Collection Tool- District Hospital



Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		

Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		



# Cost Data Collection Tool- District Hospital



Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		

Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		
Corridor _____			Corridor _____			Corridor _____			Corridor _____		
Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____			Area (Sq. feet) _____		



# Cost Data Collection Tool- District Hospital

## Section 9: Items in facility rooms (Observation and record review)

Do ask for any items that are there in stock register and are stored due to non-utilisation or non- functionality

Name of the equipment or furniture	Quantity of functioning items in each room																
	Room no. 1	Room no. 2	Room no. 3	Room no. 4	Room no. 5	Room no. 6	Room no. 7	Room no. 8	Room no. 9	Room no. 10	Room no. 11	Room no. 12	Room no. 13	Room no. 14	Room no. 15	Room no. 16	Room no. 17



# Cost Data Collection Tool- District Hospital

## Section 9: Items in facility rooms (Observation and record review)

Do ask for any items that are there in stock register and are stored due to non-utilisation or non- functionality

Name of the equipment or furniture	Quantity of functioning items in each room																
	Room no. 18	Room no. 19	Room no. 20	Room no. 21	Room no. 22	Room no. 23	Room no. 24	Room no. 25	Room no. 26	Room no. 27	Room no. 28	Room no. 29	Room no. 30	Room no. 31	Room no. 32	Room no. 33	Room no. 34



## Cost Data Collection Tool- District Hospital

### Section 9: Items in facility rooms (Observation and record review)

Do ask for any items that are there in stock register and are stored due to non-utilisation or non- functionality

Name of the equipment or furniture	Quantity of functioning items in each room																
	Room no. 35	Room no. 36	Room no. 37	Room no. 38	Room no. 39	Room no. 40	Room no. 41	Room no. 42	Room no. 43	Room no. 44	Room no. 45	Room no. 46	Room no. 47	Room no. 48	Room no. 49	Room no. 50	Room No. 51

- Use separate sheets

# Cost Data Collection Tool- District Hospital



## Section 10a: Equipment (Observation cum record review of stock registers)

Room	Equipment name	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1
<b>OPD Room:</b> Paediatrics						
<b>OPD Room:</b> Medicine						
<b>OPD Room:</b>						

# Cost Data Collection Tool- District Hospital



Chest						
<b>OPD Room:</b> Eye						
<b>OPD Room:</b> ENT						

# Cost Data Collection Tool- District Hospital



<b>OPD Room:</b> Surgery						
<b>OPD Room:</b> Orthopaedics						
<b>OPD Room:</b> Skin						

# Cost Data Collection Tool- District Hospital



<b>OPD Room:</b>						
Gynaecology						
Others						
Others						



# Cost Data Collection Tool- District Hospital



<b>IPD ward:</b> Paediatrics						
<b>IPD ward:</b> Medicine						

# Cost Data Collection Tool- District Hospital



<b>IPD ward:</b> Chest						
<b>IPD ward:</b> Eye						
<b>IPD ward:</b> ENT						

# Cost Data Collection Tool- District Hospital



<b>IPD ward:</b> Surgery						
<b>IPD ward:</b> Orthopaedics						
<b>IPD ward: Skin</b>						

# Cost Data Collection Tool- District Hospital

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<b>IPD ward:</b> Gynaecology						
<b>IPD ward:</b> Others						

# Cost Data Collection Tool- District Hospital



Others						
<b>Emergency ward</b>						
<b>Operation theatre- Surgery</b>						

# Cost Data Collection Tool- District Hospital



<b>Operation theatre-Eye</b>						
<b>Labour Room</b>						

# Cost Data Collection Tool- District Hospital



<b>Emergency Operation theatre</b>						
<b>Other operation theatres</b>						

# Cost Data Collection Tool- District Hospital

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<b>ICU</b>						
<b>Critical care units</b>						



# Cost Data Collection Tool- District Hospital



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<b>Others</b>						



# Cost Data Collection Tool- District Hospital

## Section 10b: Special equipment for new born care corner

Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes Annexure 1
Catheter, endotracheal, open tip, funnel end rubber, 12Fr					
Catheter, mucus, rubber, open ended tip, size 14FR					
Catheter, nasal, rubber, open tip, funnel end, size 8Fr					
Catheter, suction, rubber, size 8Fr					
Cells for item 6 (Laryngoscope)					
Dextrose ticks					
Infantometer: Measuring range 33-100 cm					
IV Cannulas (22 G and 24 G)					
IV infusion sets (adult and pediatrics)					
Lamp, ultra-violet (heat source) with floor stand					
Laryngoscope, infant, w/three blades and spare bulbs.					
Lateral mask, with ventillatory bag, infant size					
Nasal Prongs					
Nasogastric tube ( 8,10,12 FG)					
Nebulisers/MD					
Oropharyngeal airway (000-4 Guydel size)					
Oxygen Cylinders					
Photo therapy Unit					
Plastic/disposable syringes including tuberculin					
Radiant warmers					
Resuscitator, automatic, basinet type					
Scalp vein set No. 22 and 24					
Stadiometer: Measuring range 60-200 cm					
Stilette, curved, for stiffening tracheal catheter SS					
Thermometers					
Others					



## Cost Data Collection Tool- District Hospital

Section 10c. Dental equipment's	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1
Amalgam carrier					
Artery forceps					
Autoclave					
Bone cutter					
Cheatel forceps					
Dental chair					
Dapper glass					
Dressing drum (big)					
Endo box					
Electric BP apparatus					
Glass mortar					
Glass pestle					
Glass bead sterilizer					
Hammer chisel					
Kidney tray					
Matrix retainer (ivory)					
Light cure machine					
Mirror tops					
Mirror handles					
Plastic filling instruments					
Probe					
Tooth extraction forceps					
Tweezers					



## Cost Data Collection Tool- District Hospital

Steel tray					
Operating light					
Halogen bulbs					
High and low vacuum motored suction					
Air rotor hand piece					
Micro motor 35000 rpm					
EMS scalar					
3 way syringe					
X ray viewer					
Compressor 3/4 HP with driver and filter					
Stool with pneumatic cylinder					
Surgical curette					
Sterilizer					
Dental X-ray tube head					
Dental X-ray turner with stand					
Development box					
Needle holder					
Electrical sterilizer					
Cotton drum					
Steel Almirah					
Needle destroyer					
Revolving doctor chair					
Visiting chair					
Glass slab					
Matrix bands (ivory)					
Light cure composite					
Mucus suction trap					

# Cost Data Collection Tool- District Hospital



Thermometer					
Others					

**Section 10d: Equipment laboratory**

<b>Equipment</b>	<b>Quantity</b>	<b>Price</b>	<b>Date of Purchase of Equipment</b>	<b>Expected life of equipment</b>	<b>List services for which it is used. Write serial number codes from Annexure 1</b>



# Cost Data Collection Tool- District Hospital

## Section 10e: Equipment Radiology

Equipment	Quantity	Price	Date of Purchase of Equipment	Expected life of equipment	List services for which it is used. Write serial number codes from Annexure 1

# Cost Data Collection Tool- District Hospital



**Section 10f: Equipment Dialysis unit (if any)**

<b>Equipment</b>	<b>Quantity</b>	<b>Price</b>	<b>Date of Purchase of Equipment</b>	<b>Expected life of equipment</b>	<b>List services for which it is used. Write serial number codes from Annexure 1</b>



# Cost Data Collection Tool- District Hospital

## Section 10g: Equipment Blood bank (if any)

<b>Equipment</b>	<b>Quantity</b>	<b>Price</b>	<b>Date of Purchase of Equipment</b>	<b>Expected life of equipment</b>	<b>List services for which it is used. Write serial number codes from Annexure 1</b>





## Cost Data Collection Tool- District Hospital

**Section 11: Consumables and drug list (Review the stock- register and list the quantity and price of drugs in drug list sheets provided at the end of tool by using the sheets to photocopy index of drugs register and write quantity, price and utility against each drug as given below**

Get the drug list	Quantity Consumed	Quantity Expired	Price Per Unit	List services for which it is used. Write serial number codes from Annexure 1

### Section 12: Consumables. Material and Supplies

Get the Consumable list	Quantity	Price Per Unit	List services for which it is used. Write serial number codes from Annexure 1
Bandages 4 meters* 5cm			
Bandages 5 meters*10cm			
Bandages 5 meters*15cm			
Biowaste polythene			
Blade 11 no.			
Cotton wool absorbent surgical 500g packet			
Crape bandage BP 3 mtr x 10cm			
Crape bandage BP 3 mtr x 15cm			
Crape bandage BP 3 mtr x 7.5cm			
Disinfectant fluids (Phenly-Ltr)			
Disposable surgical rubber gloves 6.5			
Gauge cloth 90cm*18 mtr			
Infusion set vented with needle for single use (IV set)			



# Cost Data Collection Tool- District Hospital

IV Cannula 20 No.			
IV cannula 24 no.			
Mouth wash			
Mucus suction trap			
Spirit			
Surgical tape 25mm*9.1 meter			
Surgical tape 50mm*9.1 meter			
Surgical tape 75mm*9.1 meter			
Others			



## Cost Data Collection Tool- District Hospital

<b>Get the whole list</b>			
<b>Section 12b. Dental consumables</b>	<b>Quantity</b>	<b>Price Per Unit</b>	<b>List services for which it is used. Write serial number codes from Annexure 1</b>
Disposable syringe 2cc			
Disposable syringe 5cc			
Gloves 6.5, 7, 7.5			
Root canal Reamers (45-80)			
Root canal Reamers (15-40)			
Suture needles			
Self- etching bond			
Silver alloy			
Sodium hypochlorite			
Xylocaine			
Kodak X-ray films			
Developer and fixer			
8 spreaders (15-40)			
Spreaders (45-80)			
Kalsogen 10			
Formacresol			
Orafil			
Zinc phosphate cement			
Zinc oxide			
H-files			
Cotton			
Spirit			
K files (15-40)			



## Cost Data Collection Tool- District Hospital

Kalgenol			
Absorbent paper points (45-80)			
Absorbent paper points (15-40)			
Calcium with paste + CaOH <sub>2</sub> powder			
Diamond burs			
Gutta percha points (15-40)			
Gutta percha points (45-80)			
Glass Ionomer Cement			
Mercury			
Polycarbonate cement			
Pyrocresol (formacresol)			
crepe bandage 8x10 cm			
Cotton gauge			
IV cannula no. 18			
IV cannula no. 20			
IV cannula no. 22			
IV cannula no. 24			
Mouth wash			
Mask triple layer			
Phenyl			
Spirit			
Savlon			
Surgical tape 25mm*9.1 meter			
Surgical tape 50mm*9.1 meter			
Surgical tape 75mm*9.1 meter			
Toilet acid			



## Cost Data Collection Tool- District Hospital

### Section 13: Signage/ IEC material on display in the unit (Observation cum record review in stock register)

Type of IEC material (Specify size)	Quantity	Expenditure	List services for which it is used. Write serial number codes from Annexure 1
Flex board			
Paper Charts			
Wall paintings			
Handbills			
Pamphlets			
Booklets			
Others			

### Section 14: Stationary and other miscellaneous items: (Record review for billed amounts of purchased stationary)

Item	Quantity	Expenditure
Article indent book		
Attendance register		
Bath soap		
Carbon paper		
Cash receipt book		
Disinfectant fluids (Phenly-Ltr)		
Harpic		
Health management info system subcenter register		
Indoor register		



## Cost Data Collection Tool- District Hospital

Nirma		
OPD card		
OPD register		
Out-station dak book		
Pencil		
Broom		
Photostat paper		
Pocha		
Poly bags for biowaste		
Register IDSP		
Savlon solution		
Spirit		
Stamp ink		
Stamp pad		
Stock + OPD register		
Toilet brush		
Towels + dusters		
A-4 paper		
Vim powder		
Others		

# Cost Data Collection Tool- District Hospital




## Section 15: Vehicles Details

Type of Vehicle	Quantity	Date of Purchase of Vehicle	Price	Average Life

## Section 16: Utilities/ Overhead (Annual)

	Expenditure (Annual)
<b>1.Means of transport</b>	
Maintenance	
Repairs	
Insurance	
Others	
Total (If available)	



## Cost Data Collection Tool- District Hospital

<b>2. Building</b>	
Electricity	
Water	
Facility rent (if relevant)	
Maintenance	
Telephone	
Kerosene	
Other	
Total (If available)	
<b>3. Equipment</b>	
Maintenance	
Repairs	
Other	
Total (If available)	
<b>Expenditure on laundry</b>	
<b>Expenditure on Dietetics</b>	
<b>Expenditure on sterilization and disinfection</b>	

### Section 17: Laboratory/ Radiological investigation/Procedure fees

Type of tests	Quantity
Haemoglobin	
TLC	
DLC	
ESR	
Malaria parasite	
Sputum testing for TB (AFB)	
Routine urine	



# Cost Data Collection Tool- District Hospital



Widal	
Blood grouping	
Bleeding time, clotting time (BT and CT)	
Cholesterol	
Urea	
Uric acid	
Blood sugar	
Rapid tests for pregnancy	
RPR test for Syphills/YAWS surveillance (in high endemic area only) VDRL	
Rapid tests for HIV	
RA factor	
<b>Radiological tests</b>	
X-rays	
Ultrasound	
ECG	
Others	

# Cost Data Collection Tool- District Hospital



## Section 18: Details of referral transport

Total number of patients referred from facility using referral transport	No. of Under-Fives	No. of Over-Fives	List services for which it is used. Write serial number codes from Annexure 1

## Section 19: Cash benefits paid to patients

Name of Scheme	Amount paid during the period 2017-18
JSSK	
Any other	



# Cost Data Collection Tool- District Hospital

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## Section 20: Utilisation of funds and grants

	Amount spent in the 2017-18	List services for which it is used. Write serial number codes from Annexure 1



# Cost Data Collection Tool- District Hospital

**Section 21: Time allocation sheet.** Staff Member Code (Enter Code as entered in Table 2): .....

Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
1.	OPD: Paediatrics								
2.	OPD: Medical								
3.	OPD: Chest								
4.	OPD: Eye								
5.	OPD: ENT								
6.	OPD: Psychiatry								
7.	OPD: Skin								
8.	OPD: Orthopaedics								
9.	OPD: Surgery								
10.	OPD: Dental								



## Cost Data Collection Tool- District Hospital

Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
11.	OPD: Gynaecology								
12.	OPD: Cardiology/Enterology/Urology/Oncology/Neurology/Nephrology								
13.	Ayurveda- OPD								
14.	Homeopathy- OPD								
15.	Yoga- OPD								
16.	Operation theatre								
17.	Labour Room								
18.	ENT								
19.	NICU								
20.	ICU								
21.	Emergency								



## Cost Data Collection Tool- District Hospital

Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
22.	Dialysis unit								
23.	IPD: Paediatrics								
24.	IPD: Medical								
25.	IPD: Chest								
26.	IPD: Eye								
27.	IPD: ENT								
28.	IPD: Psychiatry								
29.	IPD: Skin								
30.	IPD: Orthopaedics								
31.	IPD: Surgery								
32.	IPD: Dental								
33.	IPD: Gynaecology								



## Cost Data Collection Tool- District Hospital

Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
34.	IPD: Cardiology/Enterology/Urology/Oncology/ Neurology/Nephrology								
35.	Outreach activities								
36.	Meetings								
37.	Family planning camp								
38.	Pulse polio immunisation								
39.	School health service								
40.	IEC Activities related to National Health programmes						NA	NA	
41.	Integrated Counselling and Testing Centre								
42.	De- addiction centre								
43.	Rehabilitation services								
44.	Central sterilized department: Number of items sterilized								
45.	Blood Bank								
46.	Laboratory								
47.	Radiology								



## Cost Data Collection Tool- District Hospital

Service code no	Activity name	Type of activity		Fixed schedule activity			Routine activity		
		Fixed schedule	Routine	Frequency (once in a week/once in month/twice a week etc.)*	Hours per day of activity	Days for which the activity was done during the year 2017-18	Time per person (in minutes) (a)	Number of beneficiaries on a routine day (b)	If not (a) and (b) then how much time to do the activity
48.	Food service/dietician								
49.	Transport								
50.	Security						NA	NA	
51.	Housekeeping						NA	NA	
52.	Medical Records						NA	NA	
53.	Accounts						NA	NA	
54.	Store Keeping						NA	NA	
55.	Registration								

\*'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- District Hospital

**Section 22:** Mention the number of days of stay of 50 patients of facility of financial year 2017-18\*

**Paediatrics Department:**


**Medicine Department:**


**Chest Department:**


**Eye Department:**


**ENT Department:**




# Cost Data Collection Tool- District Hospital

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## Surgery Department:


## Orthopaedics Department:


## Skin Department:


## Gynaecology Department:


- Exclude the following:
  - Patients who died in the hospital
  - Patients who were transferred to another hospital
  - Patients for whom length of stay is not available
  - Patients who left against medical advice or discontinued care



# Cost Data Collection Tool- District Hospital

## Annexure 1

code no	Activity name	code no	Activity name	code no	Activity name	code no	Activity name
1	OPD: Paediatrics	18	ENT	35	Outreach activities	53	Accounts
2	OPD: Medical	19	NICU	36	Meetings	54	Store Keeping
3	OPD: Chest	20	ICU	37	Family planning camp	55	Registration
4	OPD: Eye	21	Emergency	38	Pulse polio immunisation	56	Others (Specify)
5	OPD: ENT	22	Dialysis unit	39	School health service		
6	OPD: Psychiatry	23	IPD: Paediatrics	40	IEC Activities related to National Health programmes		
7	OPD: Skin	24	IPD: Medical	41	Integrated Counselling and Testing Centre		
8	OPD: Orthopaedics	25	IPD: Chest	42	De- addiction centre		
9	OPD: Surgery	26	IPD: Eye	43	Rehabilitation services		
10	OPD: Dental	27	IPD: ENT	44	Central sterilized department: Number of items sterilized		
11	OPD: Gynaecology	28	IPD: Psychiatry	45	Blood Bank		
		29	IPD: Skin	46	Laboratory		
12	OPD: Cardiology/Enterology/Urology/Oncology	30	IPD: Orthopaedics	47	Radiology		
13	Ayurveda- OPD	31	IPD: Surgery	48	Food service/dietician		
14	Homeopathy- OPD	32	IPD: Dental	49	Transport		
15	Yoga- OPD	33	IPD: Gynaecology	50	Security		
16	Operation theatre			51	Housekeeping		
17	Labour Room	34	IPD: Cardiology/Enterology/Urology/Oncology/	52	Medical Records		



## Cost Data Collection Tool- District Hospital

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