**THE REPUBLIC OF SOUTH SUDAN**

**MINISTRY OF HEALTH**



.

**OPD AND INPATIENT SUMMARY STATISTICS**

**MONTHLY REPORTING FORM**

**MOH F1A**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Facility: |  | | |
| Type of Facility: |  | MFL Code: |  |
| State: |  | | |
| County: |  | | |
| Payam: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date: |  | End date: |  | Ver Jul 2019 |

**MoH F1A**

**INSTRUCTIONS ON HOW TO COMPILE THE MONTHLY SUMMARY FORM**

This summary form is completed at the end of every month. It contains morbidity and mortality summary statistics from the outpatient and inpatient departments. For specific medical conditions, please use MoH F1B and MoH F1C. Please adhere to the following guidelines when compiling the data summaries that goes into each of the sections.

**Section descriptions**

|  |  |
| --- | --- |
| Section | Summary guidelines |
| Top section: Facility description | The section contains facility identification details and report period. It is important for subsequent data processing and management steps. This data is obtained from the cover page or the facility in-charge. |
| Section 1: Outpatient attendance | This section shows the number of OPD visits during the month by age and sex. The data for this section is obtained from the first two rows of the following 4 OPD Tally Sheets (OPD under 5 NCD, OPD over 5 NCD, OPD under 5 Communicable, OPD over 5 Communicable). The 4 tally sheets are maintained at the OPD units. Ensure the OPD submits the 4 tally sheets at end of the month. Data on deaths in OPD is obtained directly from the OPD register.  Note: The total visits reported in this form is less than or equal to the total number of diseases reported under Form 1B and 1C because some patients may have more than one medical condition. |
| Section 2: Inpatient services | Section 2a shows the number of admissions and discharges per ward. Admissions data for this section is obtained from two Inpatient admissions Tally Sheets (2B for under 5 and 2B for over 5), Discharges data is obtained from the Inpatient deaths tally sheet and the daily patient movement logs. Data for the maternity ward is obtained from the maternity register. The number of beds per ward is obtained from the facility inventories or from the ward in-charge.  Note: The total admissions and deaths reported in this form is less than or equal to the total diseases reported under Section 2 and Section 3 of Form 1B and Form 1C.  Section 2b is calculated based on the entries in Section 2a as indicated by formula on each column heading.  Please cross out this section if the facility does not provide inpatient services. |
| Section 3: Patient referrals | This section shows the movement of transferred patients in OPD and inpatient. This is used at Payam and higher levels to assess the efficiency of the referral system. Data for this section is obtained from referral forms filed at the sending and receiving health facilities. |
| Bottom section: | This section contains details of persons who compile and verify the report, and the date the report was compiled and verified. Please fill this section and submit to the facility in-charge for verification |

MoH F1A

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| **OPD AND INPATIENT STATISTICS MONTHLY SUMMARY FORM** |

PLEASE FILL IN TRIPLICATE, RETAIN YELLOW COPY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Facility** |  | **State:** |  | **County:** |  | **Month** |  | **Year** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: OUTPATIENT ATTENDANCE** | | | | | | | | | |
| Category | 0-5 years | | >5 years | | Totals | | | | |
| Male | Female | Male | Female | Male | Female | Under 5 | Over 5 | Overall |
| New attendance |  |  |  |  |  |  |  |  |  |
| Re-attendance |  |  |  |  |  |  |  |  |  |
| Total outpatient visits |  |  |  |  |  |  |  |  |  |
| Deaths in the OPD |  |  |  |  |  |  |  |  |  |

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| **SECTION 2a: INPATIENT SERVICES** | | | | | | | | |  | **SECTION 2b: KEY INDICATORS** | | |
| **Inpatient wards** | Beds | Admissions | Number of discharges | | | | Total  discharges  (C+D+E+F) | Total  Patient  days |  | ALOS  (H / G) | BOR\* | Ward specific  mortality rate  (WSMR) = E / G |
| Self  discharges | Normal  discharges | Deaths | Referred  out |  |
| a | b | c | d | e | f | g | h |  | i | j | k |
| Female medical ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Male medical ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Female surgical ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Male surgical ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Obs-Gynae ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Paediatric ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Other wards |  |  |  |  |  |  |  |  |  |  |  |  |
| Maternity ward |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |

\*BOR (bed occupancy rate) = H / (A \* days of month) \*100

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: PATIENT REFERRALS** | | | | | | | | | |
| Category | 0-5 years | | >5 years | | Totals | | | | |
| Male | Female | Male | Female | Male | Female | Under 5 | Over 5 | Overall |
| New attendance referrals from OPD (transfer out) |  |  |  |  |  |  |  |  |  |
| Re-attendance referrals from OPD (transfer out) |  |  |  |  |  |  |  |  |  |
| Inpatient transfers out (excluding maternal) |  |  |  |  |  |  |  |  |  |
| Inpatient maternal transfer outs |  |  |  |  |  |  |  |  |  |
| Outpatient transfers received (transfer ins) |  |  |  |  |  |  |  |  |  |
| Inpatient transfers received (transfer ins) |  |  |  |  |  |  |  |  |  |

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|  |  | Name |  | Signature |  | Date |
| Completed by: |  |  |  |  |  |  |
| Verified by: |  |  |  |  |  |  |