Office And Medical Supplies Checklist

Health Services

DIAGNOSTICS
Equipment and their functioning status
Provision of reports Yes No Na
Storage of medicines and administration
DISPENSARY
Availability of emergency tray
Status of the emergency ward
Availability of sufficient drug stock
Stock book entry, daily expenditure, and entry verification

Drug dispensing procedure
Ambulance availability and functioning
Daily log book verification Yes No Na
HOUSEKEEPING
Images
Images
Cleanliness of interior, exterior, and restrooms
Waste collection and management
Water supply and drainage clearance
Pests/rodents control

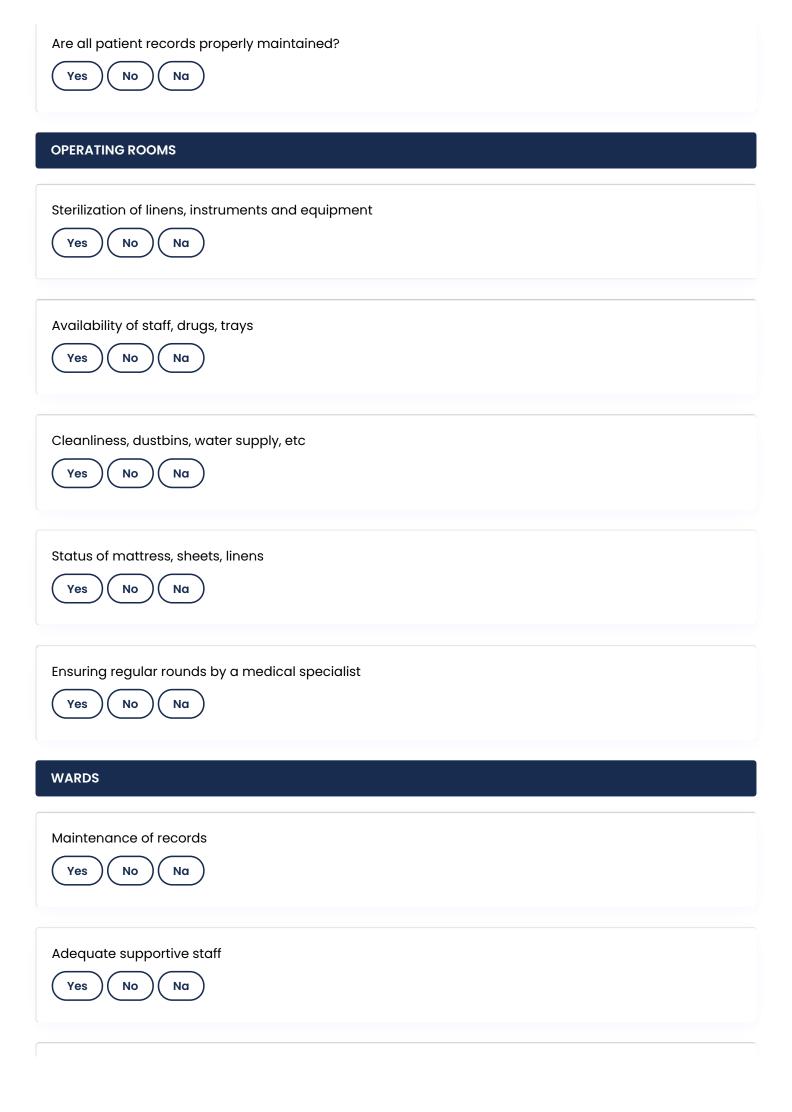
Electrical maintenance and backup
Restroom maintenance and fittings
Functioning of HVAC
Cleanliness of utensils Yes No Na
Timings of food supply Yes No Na
Sanitization of kitchen and meal consumption areas
Additional information
Inspectors Name/signature:
Inspection Date:
2017-01-01

MEDICATION
Pharmacy check
Availability of supportive staff
OPD
Reception and help desk
Patient guidance, information regarding services, and doctor
Stationary, prescription slips, registration forms
Counters and display Yes No Na
Complaint box and grievance redressal

Chambers of doctors, specialists, patient's sitting arrangement, patient disposal



EDICATION



Feedback from patients

