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 |

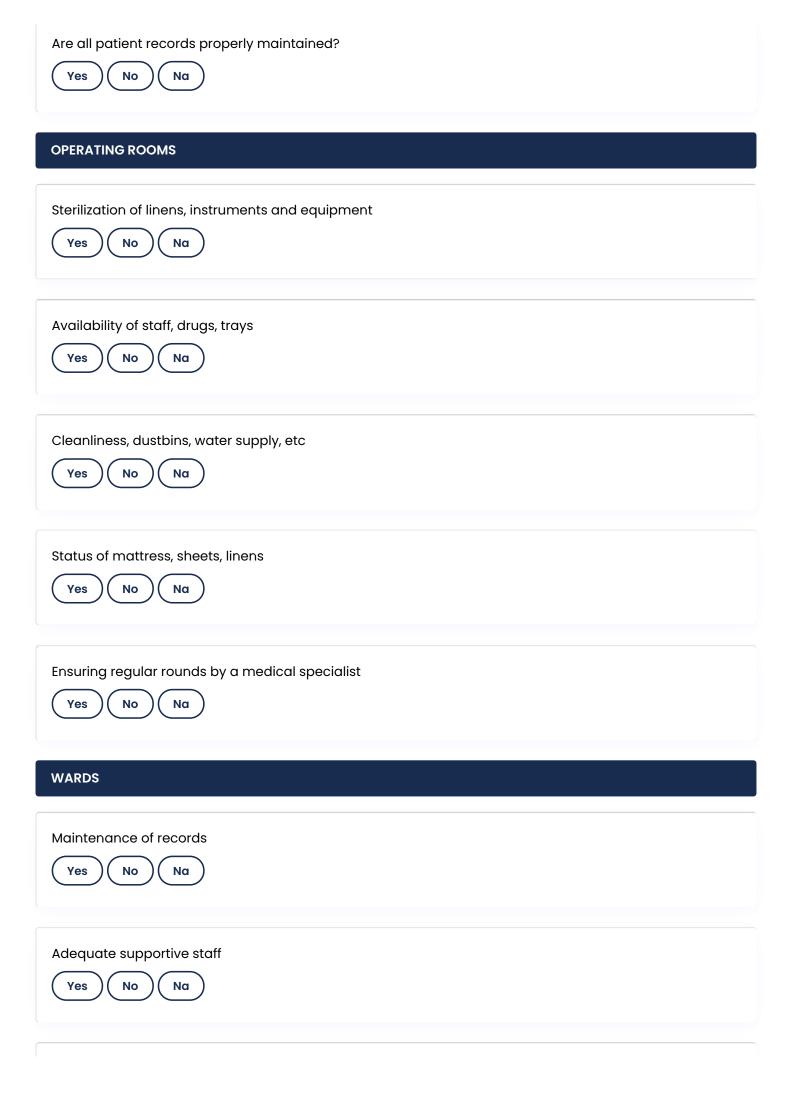
| Electrical maintenance and backup |
|--|
| Restroom maintenance and fittings |
| Functioning of HVAC |
| Cleanliness of utensils Yes No Na |
| Timings of food supply Yes No Na |
| Sanitization of kitchen and meal consumption areas |
| Additional information |
| Inspectors Name/signature: |
| Inspection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

