

## CATEGORIES OF DOCUMENTS

### MEDICAL DEPARTMENT

The documents in the Medical Dept. can be listed as

- a) Hospital Documents:
  - 1) Admission Register
  - 2) Case Sheet (Out patient and in-patient)
  - 3) Ward Register
  - 4) Birth and Death Register
  - 5) Daily Report Register
  - 6) Employees and Family members case book etc.,
- b) Office Documents
  - 1) Currents receipt register
  - 2) Distribution Register, Tapal Register
  - 3) Personal Register, Establishment register of employees
  - 4) Stock Register
  - 5) Service Book, Personal files of employees
  - 6) Leave Account Register
  - 7) Purchase Manual
  - 8) Tools and Plant accounting Register
  - 9) Files of House building, Computer Advance and Conveyance Advance
  - 10) Files pertaining to Tenders/Quotation of purchase of Medicines and hospital equipments
  - 11) Title deed register (House Building Advance Register)
  - 12) Acquaintance register
  - 13) Files regarding payment of medicines bills

- 14) Files regarding Renewal of Annual Maintenance Contract of hospital equipments
- 15) Hospital equipments register
- 16) Cash Book
- 17) Imprest Account Book (Temporary and Permanent)
- 18) Cash register for non-entitled persons
- 19) Cash register of pensioner's contribution
- 20) Medical Advance Register
- 21) Referral Register
- 22) Files of CSL (Cochin Shipyard Limited) deputed Employees for OP/ IP treatment
- 23) Treatment Charges of Other Port Employees and Dependents
- 24) Files regarding tender for the purchase of dietary articles for the CoPT hospital.
- 25) Pension claims of retired employees.