

**PROFORMA FOR COLLECTION OF INFORMATION FROM SPECIALISED
MENTAL INSTITUTION**

- 1 No column should be left blank
- 2 Not applicable portion should be crossed
New Patients means first entrance/admission of patients in out-door/in-door
- 3 departments of the hospital
- 4 Total patients means the new and old patients treated in the hospital
Patients discharged means total number of discharges including old patients
- 5 excluding deaths from the hospital
(deaths are to be reported separately in the proforma)

1.IDENTIFICATION DETAILS

1	Name of Hospital/Institution	
2	Postal Address with Pincode	
3	Telephone No	
4	Fax No	
5	Email Address(if any)	
6	Controlling Authority*	

*:central/state/autonomous/local govt bodies/private/voluntary organisation

2. FACILITIES AVAILABLE AS ON 1st JANUARY OF THE YEAR

1	Sanctioned Bed Strength at the beginning of Year:	
2	Total Beds available including extra beds at the beginning of the year:	
3	Has the Hospital Psychiatric OPD (Yes/No) :	
4	Has the Hospital a child guidance clinic (Yes/No) :	

3.NO. OF PATIENTS TREATED DURING THE YEAR IN OPD & CHILD GUIDANCE CLINIC

		OUT-DOOR PATIENTS			CHILD GUIDANCE CLINIC		
					No. of children treated		
		M	F	T	M	F	T
a)	New Patients						
b)	Old Patients						
c)	Total(a+b)						

4. INDOOR PATIENTS TREATED DURING THE YEAR

		M	F	T
1	No of old patients remaining as on 1st Jan			
2	No of new patients admitted during the year			
3	Total(1+2)			
4	No of patients discharged alive (old&new) excluding deaths during the year			
5	No of patients (old&new) died during the year			
6	No of patients remained in the hospital as on 1st Jan of next year *			

* : These figures should tally with figures in item 3 minus figures in items 4 & 5