

OPD REGISTRATION AT POLYCLINIC

1. The MIS Software for ECHS connectivity has been implemented successfully in Delhi NCR as a pilot project. It is now being set up at all Station HQs, Regional Centres and polyclinics. However, for the system to be successful, data entry (OPD, Referrals, Processing Bills etc) at each level is a mandatory requirement. During the setting up in Delhi NCR, it was observed that data entry at Polyclinics could not be done as the patients kept trickling in upto 1600hrss the official working hours, preventing any time for data entry.
2. A work study carried out has indicated that 1 hour is needed everyday for data entry in Polyclinics with medium to heavy load. Therefore to enable dedicated data entry, there is requirement to rework the timings for OPD registration at Polyclinics.
3. In view of the above it is requested that the OPD registration in all polyclinic be stopped at 1430h daily, This would enable referrals to be generated upto 1500h. Thereafter the Polyclinic would have one hour (i.e from 1500 h to 1600h) dedicated for data entry. All emergency cases will be handled till 1600 or till the Polyclinic closes, whichever is later.
4. All units under your command may please be instructed to incorporate the above with immediate effect. In addition the timings could be prominently displayed at each Polyclinic.

MD ECHS

Authority-B/49711-OPD/AG/ECHS dt 20 Jul 2005