

HMIS FORM 107: HEALTH UNIT ANNUAL REPORT

Timing: Due 7th August

Objective: To summarize information on the overall performance of the HU in regard to services provided; OPD attendances, Inpatient attendances, MCH/FP services, Financial management.

Copies: **Four.** One stays at the health unit, one is sent to the HSD, another one is sent to the District and one to Local Council Health Committee.

Responsibility: In-Charge

Procedures:

1. All health units are to complete the HEALTH UNIT ANNUAL REPORT. At the initiation of the HMIS, two copies of Page 1 of this report are sent to the DMO.
2. Page 1 contains general information on the health unit.
Item 1: indicate whether the health unit is Government, NGO or private.
Item 2: enter the owner or managing agency (e.g. NGO, owner: Church of Uganda).
Item 3.1: enter the type of unit: (hospital, Health Centre, DMU, dispensary etc.)
Item 3.2: Copy information from the Health Unit Population Report (HMIS 109).
Item 3.3: Write the NGO projects that were carried out in the parishes in your catchment area in the last financial year.
3. Page 2 contains:
Item 3.4: Copy information from the Health Unit Population Report (HMIS 109).
Item 4.1-4.2: circle each service provided as of June 30th of the year.
4. Page 3 contains:
Item 4.3-4.7: Indicate by "Yes" each service provided as of June 30th of the year.
Item 5: enter No. outreaches planned and those conducted during the previous financial year
Item 6: Indicate by "Yes" or "No" whether there is any Fee for Service charges, whether there is a functional Health Unit Management Committee (one that meets regularly and takes action for issues raised).
5. Page 4 contains:
Item 7: count the category totals of staff from the STAFF LISTING. List all the posts that are supposed to be filled at the Health Facility, e.g. Medical Superintendent, Senior Nursing Officer, medical Officer, etc. For each post provided, list the different cadres of staff that have been recruited to occupy the post, e.g. Medical Officer Specialist, Registered Nurse, Registered Midwife, Enrolled Nurse, etc. Indicate number approved by Public Service and number filled for each post.
6. Page 5 contains:
Item 8: Transcribe the information on OPD attendance and Laboratory from Tables 1c, 1d (OPD summary) and Table 2 (Curative and Preventive summaries).
7. Page 6 contains:
Item 9: Transcribe the information on MCH and FP from Table 2 (Curative and Preventive summaries), Table 3 (EPI summary) and Table 4 (Summary of Family Planning).
8. Page 7 contains:
Item 10: Transcribe the information on PMTCT, HCT and ART from Table 2 (Curative and Preventive summaries).

Item 11: Transcribe the information on OPD and ANC new cases and referrals from Table 2 (Curative and Preventive summary). Calculate and fill in the percentage referrals using the formula given in the Table.

Item 12: is for workload analysis. Add up new and re-attendances for a particular clinic (e.g. OPD; ANC, etc) to obtain total No. of contacts for the year. Calculate the total No. of days that the clinic is conducted during the year to get total clinic day. Divide total contacts by total clinic days to get contacts per clinic. This is the same as the AVERAGE CONTACT PER WORKING DAY.

Item 13: Indicate the different sources of income and expenditure (including expenditures on energy) categories.

9. Pages 8 and 9 contain:

Item 14: enter the inpatient totals for the year by transcribing census information from Table 6B (Inpatient census summary), annual totals for Referrals, Minor & Major operations and utilization of special services from Table 7 (Inpatient, Lab. and X-ray services).

Item 15: Look at the Total cases (from TABLE 13a and 13b) and deaths (Table 15A and 15B) by disease for the year and rank them beginning with the health condition that had the highest Number of cases and of deaths, then fill in the Item. Calculate using formula given and complete the table.

10. Pages 10 and 11 contain:

Item 16: Transcribe the information on admissions and deaths by diagnosis from Tables 13a, 13b, 15a and 15b.

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Financial Year: _____ Health Unit _____ Level _____ Health Unit Code _____

Sub-county _____ HSD _____ District _____

Postal Address of the Health Unit _____

Contact Telephone number of the Health Unit (Landline and mobile) _____

Title of in-charge of the Health Unit _____

1. Authority: **GOVERNMENT** **NGO** **PRIVATE** *Circle what is applicable*

2. Managing Agency/Owner (e.g Catholic Medical Bureau, Orthodox Church, MoH, etc):

3. The list of parishes in your service area and the corresponding number of villages and population counts will be provided by your DHT. Once this information is provided, complete the rest of the table.

VHC: Village Health Committee Act CHWs: Active Community Health Workers Trained TBAs: Trained TBAs

Name of parish		Number Villages	Population	Number Active VHC	Number Act CHWs	Number Trained TBAs	Number Community Drug distributors (HOMAPAK)
Totals	Number parishes =						

3.3 Briefly describe the NGO projects in the above parishes that have been implemented during the last financial year.

3.4 TARGET AND COVERAGE ESTIMATION

Estimation of the target populations in the service area.

Total population in the service area:	<input style="width: 100%;" type="text"/>	(A)
Women in childbearing age in the service area:	<input style="width: 100%;" type="text"/>	
	(A) x 0.202 =	(B)
Number of pregnancies in the service area:	<input style="width: 100%;" type="text"/>	
	(A) x 0.05 =	(C)
Number of births in the service area:	<input style="width: 100%;" type="text"/>	
	(A) x 0.0485 =	(D)
Number of children under one year in the service area:	<input style="width: 100%;" type="text"/>	
	(A) x 0.043 =	(E)
Number of children under five years in the service area:	<input style="width: 100%;" type="text"/>	
	(A) x 0.202 =	(F)
Suspected tuberculosis in the service area:	<input style="width: 100%;" type="text"/>	
	(A) x 0.003 =	(G)
People under 15 years of age:	<input style="width: 100%;" type="text"/>	
	(A) x 0.46 =	(H)

4. SERVICES CURRENTLY PROVIDED: (Fill Y for yes and N for No NA for not applicable)

4.1 CURATIVE/ CLINICAL SERVICES

Out patient diagnosis and treatment (OPD)	<input type="checkbox"/>	TB Treatment	<input type="checkbox"/>
Treatment of mental health conditions	<input type="checkbox"/>	Care for Injuries	<input type="checkbox"/>
Functional Laboratory for TB diagnosis	<input type="checkbox"/>	Dental /oral care	<input type="checkbox"/>
Functional Laboratory for Malaria diagnosis	<input type="checkbox"/>	STI treatment	<input type="checkbox"/>
Treatment of severe Malaria	<input type="checkbox"/>	IMCI	<input type="checkbox"/>
Anti Retro Viral Therapy	<input type="checkbox"/>		

4.2 PREVENTIVE SERVICES

School health	<input type="checkbox"/>	Prevention of STI/HIV	<input type="checkbox"/>
Environmental Health and Sanitation	<input type="checkbox"/>	Epidemics and disaster prevention Childhood	<input type="checkbox"/>
Immunizations	<input type="checkbox"/>	Tetanus Immunization in pregnancy	<input type="checkbox"/>
Growth monitoring	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>
HCT: HIV counseling	<input type="checkbox"/>	Adolescent Counseling	<input type="checkbox"/>

4.3 SURVEILLANCE FOR SPECIAL DISEASES

AFP/Poliomyelitis	<input type="checkbox"/>	neonatal tetanus	<input type="checkbox"/>
Leprosy	<input type="checkbox"/>	weekly epidemiological surveillance	<input type="checkbox"/>
Measles	<input type="checkbox"/>	Injuries	<input type="checkbox"/>

4.4 Health education and promotion

List five main activities in health education and promotion in the year?

4.5 MATERNAL AND CHILD HEALTH

Maternity services	<input type="checkbox"/>	13 Steps to successful Infant feeding	<input type="checkbox"/>
Antenatal care	<input type="checkbox"/>	Family Planning Services	<input type="checkbox"/>
Intermittent presumptive treatment	<input type="checkbox"/>	PMTCT	<input type="checkbox"/>

4.6 IN PATIENT SERVICES (Indicate Yes if available, No if not available)

☐

4.7 REHABILITATION SERVICES

Care for people with disabilities ☐

5.0 OUT REACH SERVICES

Number of out reaches conducted in the last 12 months _____

Number of out reaches planned in the last 12 months _____

6.0. SUPPORT AND MANAGEMENT FUNCTIONS

Was your Health facility supervised by the DHMT in the last 12 months?	<input type="checkbox"/>
Do you have written copies of the reports/plans of action from supervision?	<input type="checkbox"/>
Do you have financial guidelines for spending PHC conditional grants?	<input type="checkbox"/>
Are there any Fees for Service (user) charges?	<input type="checkbox"/>
Are user fees for your facility clearly displayed for all clients to see	<input type="checkbox"/>
Is there a functional Health Unit Management Committee (HUMC)?	<input type="checkbox"/>

6.1 OTHER SERVICES PROVIDED: Specify each

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7.0 CURRENT STAFFING LEVELS

Total number of staff in the Health Unit

a) Indicate in the table number of staff by cadre:

Cadre	Number	Cadre	Number
Anaesthetic Assistant		Registered Nurse	
Anaesthetic Officer		Registered Nurse/ Midwife	
Clinical Officer		Registered Comprehensive Nurse	
ENT Clinical Officer		Registered Psychiatric Nurse	
Verno-demart. Clinical Officer		Nursing Aide/ Assistant	
Leprosy Assistant		Dispenser	
Ophthalmic Clinical Officer		Pharmacist	
Orthopaedic Officer		Assistant Health Educator	
Degree Nurse		Assistant Health Visitor	
Physiotherapist		Assistant Field Officer Entomology	
Psychiatric Clinical Officer		Health Assistant	
Dental Surgeon		Health Educator	
Public Health Dental Assistant		Health Inspector	
Laboratory Assistant		Public Health Nurse	
Laboratory Technician		Dental Technician	
Laboratory Technologist		Dental Technologist	
Radiographer		Occupational Therapist	
Medical Officer (General)		Orthopaedic Technician	
Medical Officer (Specialist)		Orthopaedic Technologist	
Enrolled Midwife		Hospital Administrator	
Registered Midwife		Personnel Officer	
Enrolled Nurse		Non-medical Support Staff	
Enrolled Nurse/ Midwife		Records' Assistant	
Enrolled Psychiatric Nurse		Health-related Professional	
Theatre Assistant		Non-medical Skilled Staff	

b) Indicate in the table number of staff by Post:

Post	Number	Post	Number	Post	Number
1. Medical Officers		5. Allied Health Professional		6. Administrative and other staff	
Consultant		Senior Clinical Officer		Director / CEO	
Principal Medical Officer		Clinical Officer		Senior Hospital Administrator	
Medical Officers, special grade (community)		Psychiatric Clinical Officer		Hospital Administrator	
Senior Medical Officer		Ophthalmic Clinical officer		Personnel Officer	
Medical Officer		Health Inspector		Medical Social Worker	
Intern doctor		Health Assistant		Nutritionist	
2. Dental		Medical Entomology Officer		Supplies Officer	
Senior Dental Surgeon		Radiologist		Steno-Secretary	
Dental Surgeon		Radiographers		Office Typist	
Public Health Dental Officer		Physiotherapist		Stores Assistant	
Public Health Dental Assistant		Physiotherapy Attendant / Aide		Health Information Assistant (Records Assistant)	
Dental Technician		Occupation Therapist		Accountant	
Dental Attendant		Orthopaedic Officer		Senior Accounts Assistant	
3. Pharmacy		Orthopaedic Technician		Accounts Assistant	
Pharmacist		Health Educationist/Educator		Cashier	
Dispensers		Assistant Health Educator		Records Officer	
Pharmaceutical Assistant		Anaesthetic Officer		Records Assistant	
4. Nursing		Anaesthetic Assistant		Clinical Writer	
Principal Nursing Officer		Theatre Attendant		Domestic Officer	
Senior Nursing Officer [Double Registered Nurse]		Senior Laboratory Technologist		Statistician	
Nursing Officer (Nursing) [Registered Nurse]		Laboratory Technologist		Systems Administrator	
Nursing Officer (Midwifery) [Registered Midwife]		Laboratory Technician		Office Attendant	
Nursing Officer (Psychiatry) [Registered Psych. N.]		Laboratory Assistant		7. Support staff	
Registered Comp. Nurse		Laboratory Attendant		Cold Chain Assistant	
Double Enrolled Nurse		Psychologist		Darkroom Attendant	
Public Health Nurse		HIV/AIDS Counsellor		Mortuary Attendant	
Enrolled Comp. Nurse		Vaccinator / Health Educator		Drivers	
Enrolled Psychiatric Nurse		Public Health Officer		Cooks	
Enrolled Nurse		Ophthalmic Assistant		Guards/Askari	
Enrolled Midwives		Palliative Care Worker		Artisan	
Nursing Assistant		Clinical Pastoral Care Provider		Porters	
Principal Tutor		Chaplain		Other Support Staff	
Nurse Tutor		Counsellor			
Clinical Instructor		Cathechist			

8. OPD ATTENDANCE AND LABORATORY TESTS TOTALS FOR THE YEAR

OUTPATIENT ATTENDANCE

Category	0-4 years		5 and over	
	Male	Female	Male	Female
New attendance				
Re-attendance				
Total Attendance				
Referrals to unit (all ages)				
Referrals from unit (all ages)				

LABORATORY TESTS

Category	Number of tests done		Number Positive	
	Male	Female	Male	Female
Malaria blood smear				
TB sputum				
Syphilis screening				
Pap smear				
Other Lab. Tests				

OUTPATIENT DIAGNOSES

Diagnosis	0-4 years		5 and over	
	Male	Female	Male	Female
Epidemic-Prone Diseases				
01 Acute flaccid paralysis				
02 Cholera				
03 Dysentery				
04 Guinea worm				
05 Meningitis (meningococcal)				
06 Measles				
07 Tetanus (neonatal)(0 -28 days age)				
08 Plague				
09 Rabies				
10 Yellow Fever				
11 Other Viral Haemorrhagic Fevers				
12 Other emerging infectious disease (Specify)				
Maternal and Perinatal Diseases				
35 Abortions				
36 Malaria in pregnancy				
37 High blood pressure in pregnancy				
38 Obstructed labour				
39 Haemorrhage related to pregnancy (APH &/or PPH)				
40 Perinatal conditions (in new borns 0 - 28 days)				
Non-communicable diseases				
41 Anaemia				
42 Asthma				
43 Oral Diseases and Conditions				
44 Diabetes mellitus				
45 Gastro-Intestinal disorders (non-Infective)				
46 Hypertension				
47 Anxiety disorders				
48 Mania				
49 Depression				
50 Schizophrenia				
51 Alcohol and Drug abuse				
52 Childhood Mental Disorders				

Diagnosis	0-4 yrs		5 and over	
	Male	Female	Male	Female
Other Infectious/Communicable Diseases				
13 AIDS				
14 Diarrhea- Acute				
15 Diarrhea- Persistent				
16 ENT conditions				
17 Eye conditions				
18 Sexually Transmitted Infection (STI)				
19 Urinary Tract Infections (UTI)				
20 Intestinal Worms				
21 Leprosy				
22 Malaria				
23 Other types of meningitis				
24 No pneumonia - Cough or cold				
25 Pneumonia				
26 Schistosomiasis				
27 Onchocerciasis				
28 Skin Diseases				
29 Tuberculosis (New cases)				
30 Typhoid Fever				
31 Tetanus (over 28 days age)				
32 Sleeping sickness				
33 Pelvic Inflammatory Disease (PID)				
34 Deaths in OPD				
More Non-communicable diseases				
53 Epilepsy				
54 Other forms of mental illness				
55 Other cardiovascular diseases				
56 Severe Malnutrition (Marasmus, Kwashiorkor and Marasmic-kwashi)				
57 Low weight for age				
58 Injuries- Road traffic Accidents				
59 Injuries= (Trauma due to other causes)-				
60 Animal/ snakes bites				
61 Other diagnoses (priority diseases for District)				
All others				
Total Diagnoses				

9. MCH AND FP ACTIVITIES

ANTENATAL/POSTNATAL CLINIC

Category	Number
New ANC attendance	
ANC re-attendance 4 th visit	
Referrals to unit	
Referrals from unit	
First dose IPT (IPT1)	
Second dose IPT (IPT2)	
Postnatal visits	
Vit A supplementation (postnatal)	

MATERNITY

Category	Number
Admissions	
Referrals to unit	
Referrals from unit	
Deliveries in unit	
Deliveries HIV positive in unit	
Deliveries HIV positive who swallowed ARVs	
Live births in unit	
Babies born with low birth weight (< 2.5 kg)	
Live births to HIV positive mothers	
Babies (born to HIV positive mothers) given ARVs	
Still births in unit	
Birth Asphyxia	
Maternal deaths	
Deliveries by private practitioners	
Deliveries with TBA	

TETANUS IMMUNISATION

Pregnant women TT vaccine		Number
Dose 1		
Dose 2		
Dose 3		
Dose 4		
Dose 5		
Non-pregnant women TT vaccine		Number
Dose 1		
Dose 2		
Dose 3		
Dose 4		
Dose 5		
CHILD IMMUNISATION	Under 1	1-4 years
BCG		
Polio 0		
Polio 1		
Polio 2		
Polio 3		
DPT-HepB+Hib 1		
DPT-HepB+Hib 2		
DPT-HepB+Hib 3		
Measles		
DPT-HepB+Hib doses wasted		

CHILD HEALTH

Category	0 - 4 yrs		5 - 14 yrs	
Vit A supplement 1 st Dose in the year				
Vit A supplement 2 nd Dose in the year				
Dewormed 1 st dose in the year				
Dewormed 2 nd dose in the year				
Weight below bottom line				
Total weighed				
No of children treated with HOMAPAK				
No of children who received HOMAPAK within 24 hours				
Number of under 5 children who slept under a Net the previous night (as per HOMAPAK)				

FAMILY PLANNING USERS

Method	New Users	Revisits
Oral : Lo-Femeral		
Oral: Microgynon		
Oral: Ovrette		
Oral: Others		
Condoms		
IUDs (Copper T)		
Injectable		
Natural		
Other methods		

Total family planning users

--	--

No of first-visit clients (of the year) for this month

CONTRACEPTIVES DISPENSED

Category	Number Dispensed at Unit	Number Dispensed by CORPs
Oral : Lo-Femeral		
Oral: Microgynon		
Oral: Ovrette		
Oral: Others		
Condoms		
IUDs (Copper T)		
Injectable		
Others:		

FROM THE OPERATING THEATRE

Category	Number
Female Sterilisation (tubal ligation)	
Male Sterilisation (vasectomy)	
Implant new users	
Implant revisits	
Implant removals	

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10. PMTCT, HCT and ART

PMTCT SERVICES	
Number of Pregnant women tested for HIV	
Number of Pregnant women positive for HIV	
Number of Pregnant women given ARVs for prophylaxis (PMTCT)	
Number of Pregnant women given ARVs for treatment	

HCT SERVICES						
Category	No. of individuals < 5 years		No. of individuals 5 - <18 years		No. of individuals 18 years and above	
	Male	Female	Male	Female	Male	Female
HIV counseled						
HIV tested						
Received HIV results						
HIV positive						
HIV positive cases with confirmed TB						
HIV positive cases started on CTX (Cotrimoxazole) prophylaxis						

ART SERVICES						
Category	No. of individuals < 5 years		No. of individuals 5 - <18 years		No. of individuals 18 years and above	
	Male	Female	Male	Female	Male	Female
Eligible for ART						
Started on ART						

11. Percent referrals from OPD and ANC

Category	Total Number A	Number referred B	Percent referred (B / A) x 100
OPD New Cases			
ANC New Attendance			

12. WORKLOAD ANALYSIS

Services provided	# contacts A	# clinic-days B	Contacts per clinic C = A / B	Conversion of clinic/week to number of clinic days
OPD (total new cases + re-attendance)				1/week = 52/year
ANC (total new clients + re-attendance)				2/week = 104/year
Immunization (BCG + all doses DPT + measles, both age groups)				3/week = 156/year
Family Planning (new users and revisits)				4/week = 208/year
Total contacts (sum A) ÷			Use 300	5/week = 260/year
				6/week = 312/year
				7/week = 365/year
				= Average contact per working day

13. FINANCIAL SUMMARY

Funding source	Budget	Amount received	Total spent
PHC Wage:			
PHC Non-Wage Recurrent:			
PHC Development:			
PHC (NGO):			
Local Governments:			
Credit Lines (Drugs):			
Donor projects:			
Others specify:			
Total			

14. INPATIENT TOTALS FOR THE YEAR

CENSUS INFORMATION:

List of wards	(A) Beds	(B) Admissions	(C) Deaths	(D) Patient days	(E) Average Length of Stay =D/B	(F) Average Occupancy =D/No. of Days in the year	(G) Bed Occupancy =Fx100/A
Total							

REFERRALS IN THE REPORTING HEALTH UNITS

Item	Number
Number Inpatients referred from health units	
Number Inpatients referred to health units	

SURGICAL PROCEDURES

MAJOR SURGICAL PROCEDURES

Procedure	Number
Caesarian sections	
Laparotomy	
Tracheostomy	
Evacuations	
Internal fixation	
Burr hole	
Thoracotomy	
Other Major	
Total Number Major Operations	

MINOR SURGICAL PROCEDURES

Procedure	Number
Dental extractions	
Herniorrhaphy	
Debridement and care of wounds and skin grafting	
Incision and drainage of abscesses	
Plastic/ reconstructive surgery	
Ocular surgery	
ENT surgical procedures	
Other Minor	
Total Number Minor Operations	

UTILIZATION OF SPECIAL SERVICES

Service	Number
Blood transfusions (units)	
Other Transfusions (units)	

SELECTED LIST OF CHARGES: HOSPITALIZATION, SURGICAL INTERVENTIONS ETC.

Description	Charges
Hospital one day 1 st week	
Caesarian section	
Normal delivery	
Pap smear	
Female sterilization	
Blood transfusion	
Blood slide malaria	
Chest x-ray	

15. INPATIENT TOTALS: MORBIDITY AND MORTALITY FOR THE YEAR

TOP 5 Causes of Morbidity during the Financial Year for Children under 5		# of new diagnoses previous Financial Year	TOP 5 Causes of Morbidity during the Financial Year for persons 5 years and older		# of new Diagnoses previous Financial Year
Disease/Condition	# of new Diagnoses		Disease/Condition	# of new Diagnoses	
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
Total rest of Diagnoses			Total rest of Diagnoses		
Total all Diagnoses			Total all Diagnoses		

TOP 5 Causes of Mortality during the Financial Year for Children under 5			(c) (C)=(B)/(A)x100 Case Fatality Rate (CFR)	TOP 5 Causes of Mortality during the Financial Year for persons 5 years and older			(F) (F)=(E)/(D)x100 Case Fatality Rate (CFR)
Disease/Condition	(A) # of new cases	(B) # of new Deaths		Disease/Condition	(D) # of new cases	(E) # of new Deaths	
1.				1.			
2.				2.			
3.				3.			
4.				4.			
5.				5.			
Total rest of Diagnoses				Total rest of Diagnoses			
Total all Diagnoses				Total all Diagnoses			

16. TOTAL NUMBER OF ADMISSIONS AND DEATHS BY DIAGNOSES IN THE HEALTH UNIT

Diagnosis	Under five years older				Five years and older			
	Cases		Deaths		Cases		Deaths	
	M	F	M	F	M	F	M	F
Notifiable Diseases								
Acute flaccid paralysis								
Cholera								
Dysentery								
Guinea worm								
Meningitis (meningococcal)								
Measles								
Tetanus (neonatal) (0 to 28 days age)								
Plague								
Rabies								
Yellow Fever								
Viral Haemorrhagic fever								
Other emerging infectious disease (Specify)								
Other Infectious /communicable diseases								
AIDS								
Diarrhoea – Acute								
Diarrhoea- Persistent								
Genital Infections								
Hepatitis								
Leprosy								
Malaria								
Onchocerciasis								
Osteomyelitis								
Pelvic Inflammatory Disease								
Peritonitis								
Pneumonia								
Pyrexia of unknown origin (PUO)								
Respiratory infections (other)								
Schistosomiasis								
Septicemia								
Tuberculosis								
Typhoid Fever								
Urinary Tract Infections								
Tetanus (over 28 days age)								
Sleeping sickness								
Other types of meningitis								
Maternal & Perinatal diseases								
Abortions								
Malaria in pregnancy								
High blood pressure in pregnancy								
Obstructed labour								
Haemorrhage related to pregnancy (APH or PPH)								
Sepsis related to pregnancy								
Other Complications of pregnancy								
Perinatal conditions (in new borns 0 – 28 days)								
Non communicable diseases								
Anaemia								
Asthma								
Oral Diseases and conditions								
Diabetes mellitus								
Endocrine and metabolic disorders (other)								
Gastro-Intestinal disorders (non Infective)								
Hypertension								

Diagnosis	Under five years older				Five years and older			
	Cases		Deaths		Cases		Deaths	
	M	F	M	F	M	F	M	F
Cardiovascular diseases (other)								
Anxiety disorders								
Mania								
Depression								
Schizophrenia								
Alcohol and Drug Abuse								
Childhood Mental Disorders								
Epilepsy								
Other forms of Mental illness								
Nervous system disorders								
Severe Malnutrition (Kwashiorkor)								
Severe Malnutrition (Marasmus)								
Severe Malnutrition (Marasmic-kwash)								
Injuries- Road traffic Accidents								
Injuries= (Trauma due to other causes)-								
Animal/ snakes bites								
Poisoning								
Liver Cirrhosis								
Hepatocellular carcinoma								
Liver diseases (other)								
Hernias								
Diseases of the appendix								
Diseases of the skin								
Musculo skeletal and connective tissue diseases								
Genito urinary system diseases (non infective)								
Congenital malformations and chromosome abnormalities								
Complications of medical and surgical care								
Benign neoplasm's (all types)								
Cancer of the cervix								
Cancer of the breast								
Malignant neoplasm of the digestive organs								
Malignant neoplasm of the lungs								
Cancer of the prostate								
Kaposi and other skin cancers								
Malignant neoplasm of Haemopoetic tissue								
Other malignant neoplasm								
Cutaneous ulcers								
Medical Emergencies								
Cerebro-vascular events								
Cardiac arrest								
Gastro-intestinal bleeding								
Respiratory distress								
Acute renal failure								
Acute sepsis								
Other diagnoses (specify Priority diseases for District)								
All others								
Total Diagnoses								

Name of In charge _____ Signature _____ Date of Report: _____
(HSD use below this line)

Date received		
Received by 7th of August	Yes	No
Checked by (signature)		
Date processed		

Plus UCMB REQUIREMENTS:

ANNUAL FINANCIAL REPORT				
Item Codes	Description if financial Item	Actual cumulative of the year	Cumulative last year	Difference with last year
1XXXX	INCOME			
	User Fees' Collection			
	PHC Conditional grants to Hospitals			
	PHC Conditional grants to School (HTI - Non - wage))			
	Other School Income (incl. Sch. fees)			
	PHC Conditional grant for HSD (Non-wage)			
	Donations of funds/goods for capital development			
	Donations of funds for recurrent cost			
	Donations of goods and services			
	Value of Drugs received through EDP (in kind)			
	Value of Lab. Reagents & Consumables received (in kind)			
	Other Income			
	TOTAL INCOME			
	EXPENDITURES:			
21	EMPLOYMENT COST			
211101	Staff Salaries and wages			
211102	Contact Staff Salaries & Wages			
211103	Hous/bic/overtime&other all.			
211103	Night/safari all.			
211103	Duty/Resp./Acting all.			
211103	Lunch all.			
211103	Cost for interns			
211103	Cost for student field trips			
212101	XXX NSSF XXX			
213001	Staff health/ Social Health Insurance (Medical expenses)			
213002	Incapacity, death benefits & funeral expenses			
213003	Retrenchment cost			
	Sub Total			
2XXX	HOSPITAL BOARD COSTS			
	Sub Total			
	ADMINISTRATION COSTS			
221001	Advertising and Public Relations			
221002	Workshop/seminars			
221003	Staff training			
221004	Recruitment cost			
221005	Hire of venue			
221009	Welfare & Entertainment			
221011	Printing and stationery			
221012	Other office expenses (small office equipment)			
221013	Bad debts			
221014	Bank charges			
221015	Financial & related costs			
221016	Information Financial Management System Recurrent cost			
221017	Subscription			

221018	Exchange loses / (gains)			
222001	Tel./fax./postage/courier			
222003	Information and communication technology (ICT)			
223004	Guard and security services			
224002	Uniforms & protection clothing			
225001	Consultancy charges			
227001	Transport all.			
	Sub Total			
	PROPERTY COST			
223001	Cleaning of ward/dormitories			
223001	Cleaning/slashing of compound			
223005	Electricity			
223006	Water			
228001	Repairs and upkeep of buildings			
223xxx	Rents and rates			
	Sub Total			
	TRANSPORT AND PLANT COST			
226001	Insurance for vehicles			
226002	License for property, vehicles , equipment etc			
227002	Air travel			
227003	Carriage, Haulage, Freight & Transport Hire			
227004	Fuel			
228002	Maintenance and repairs			
228002	Tyres and spares			
228003	Operation/maintenance of generators			
	Sub Total			
	SUPPLIES AND SERVICES			
221007	Newspapers and publications			
221008	Computer Supplies			
228004	Maintenance of equipm. and supplies			
22xxxx	Equipment and supplies			
	Sub Total			
	MEDICAL GOODS AND SERVICES			
223007	Foodstuff and firewood			
224001	Medical drugs			
224001	Drugs received through EDP (in kind)			
224001	Value of Lab. Reagents & Consumables received (in kind)			
224002	Beds and beddings			
228004	Manitenance of medical tools and equipm.			
282101	Donations of goods and services (by hospital)			
22400X	Medical supplies			
224xxx	Medical tools and equipment			
	Sub Total			
	PRIMARY HEALTH CARE			
xxxx	Support supervision			
xxxx	Outreach services			
xxxx	Drugs & sundries for LLUs			
xxxx	Planning and meetings			
xxxx	Training of TBAs			

xxxx	Hospital Based PHC			
	Sub Total			
	CAPITAL DEVELOPMENT			
311101	Land			
312101	Major maintenance and upkeep of buildings			
312102	Residential building			
312201	Transport Equipment (motorvehicles,motorcycles)			
312202	Machinery & Equipment (non- medical)			
312202X	Medical Equipment (eg Precision & optical equipt etc)			
312203	Furniture & Fittings			
312301	Cultivated Assets (Breeing stock -fish & poultry, diary cattle etc)			
231XXX	Depreciation (all categories) (this can placed under expenses category)			
231007	Other capital expenditure / Depreciation cost			
221003	Staff Development costs (see page 4 for definition)			
	Sub Total			
	TRAINING SCHOOL TOTAL ANNUAL COST (see explanations)			
	Sub Total			
	TOTAL EXPENDITURE			
	TOTAL			
	Balance (Income less Expenditures)			

The Explanations on the new item codes are contained in the UCMB Adapted Chart of Accounts notes provided.

QUALITY INDICATORS:

Outcome/Quality indicators	This year	Last Year	% Difference
Number of babies born dead (but known to be alive on arrival in hospital) by spontaneous vaginal delivery or caesarean section			
Number of deliveries in the hospital in the year			
Hospital Fresh Stillbirth Rate % (see definition)			
Number of mothers dying in one year in the hospital while pregnant			
Number of obstetric admissions in the hospital in the year			
Maternal Death Rates % (see definition)			
Number of patients in one year discharged as clinically recovered			
Number of discharges (from all wards) in the year			
Recovery rates on discharge % (see definition)			
Number of SELF-discharged patients in one year			
Number of discharges (from all wards) in the year			
Self-Discharge Rate % (see definition)			
Number of caesarean section wounds in one year that get infected			
Number of caesarean sections in the year			
Infection rates for caesarean section % (see definition)			
Number of babies who died within 7 th day from birth (early-neo natal deaths)			
Total number of deliveries in the hospital in the year			
Early neo-natal deaths rate (see definition)			

DEFINITIONS:

Maternal Death Rates after admission in maternity. Definition: Number of mothers dying in one year in the hospital while pregnant or up to 42 days (Six weeks) following delivery or interrupted pregnancy from obstetric conditions or conditions worsened by pregnancy divided by the number of obstetric admissions in the hospital in that year expressed as a percentage. Note that this is not a population based maternal mortality rate or ratio that you may often come across.

Hospital Fresh still birth rate. Definition: Number of babies born dead (but known to be alive on arrival **in hospital**) by spontaneous vaginal delivery or caesarean section in one year, divided by the total number of deliveries in the hospital in that year expressed in percentage terms. Note Fresh Still births have intact smooth skin not macerated.

Infection Rate for Caesarean Sections. Definition: Number of caesarean section wounds in one year that get infected within the first 8 days post operative divided by the number of caesarean sections in that year expressed as a percentage. Note that in hospitals where there is a practice to discharge mothers much earlier than the 8 days, information should be collected also from the post natal clinic where this mothers will show up if they got infected.

Recovery Rate on discharge. Definition: Number of patients in one year discharged as clinically recovered from that episode of disease (from all wards) following treatment, divided by the number of discharges (from all wards) in that year expressed as a percentage.

Self-discharge rate. Definition: Number of patients in one year self-discharged for any reason (from all wards) following hospitalisation, divided by the number of discharges (from all wards) in that year expressed as a percentage.

Early neo-natal deaths rate. Definition: Number of babies who died within the 7th day from birth divided by the total number of deliveries in the hospital in that year expressed in percentage terms.