



ABSTRACT

Modification of Departmental Procedure / Rules regulation for issuing Out Patient tickets in Government Hospitals under the Indian Medicine System – Orders- Issued.

HEALTH AND FAMILY WELFARE (IM 1 – 1) DEPARTMENT

G.O (Ms) No.362

Dated: 20.11.2014

திருவள்ளூர் ஆண்டு 2045

ஜெய கார்த்திகை-4

Read:

From the Commissioner of Indian Medicine and Homoeopathy,
letter Ref.No.7849 / E2 / 1/ 2010, dated 29.04.2011 and 05.03.2014.

ORDER:

At present the procedures laid down in the Tamil Nadu Medical Code Volume-I have been followed for issuing Out Patient ticket to the out patients coming for treatment in Government Indian System of Medicine Hospitals and other hospitals. As some irregularities in issuing Out Patient ticket to the out patients in Indian System of Medicines hospitals were brought to the notice of the Government, and as ordered, the Appropriate Investigating Authority, after investigation, has given some suggestions for amplification or modification of the departmental procedure or rules for regulation to avoid the misconduct in issuing the Out Patient tickets.

2. The Commissioner of Indian Medicine and Homoeopathy constituted a committee in this regard and the committee has submitted its findings. The Commissioner of Indian Medicine and Homoeopathy in the letter read above has sent the committee's findings and requested the Government to issue appropriate orders.

3. The Government after detailed examination of the committee's report, have decided to accept the findings of the committee and to implement the following procedures in the Indian System of Medicine Hospitals in Tamil Nadu:-

1. Name and address of the patient to be written in the Out Patient ticket and the new Out Patient ticket book since it conforms the proper record of patients for any verification. The telephone Number shall also be recorded if available.
2. Each and every Out Patient ticket must bear the clear day, month and year since it conforms streamlined recording available for future verifications. Time of registration shall be recorded, since it helps statistical data leading to the advantage of knowing the work load in respect of various staff.
3. All the Out Patient tickets must be with legible prescription with the patient, since it leads to correct therapy or administering of medicines, leading to

early recovery. Computer systems can be used to ensure uniformity of legible recording.

4. At no circumstances, more than one Out Patient ticket should be issued. This will indeed ensure avoidance of excessive issue of medicines to a patient, and accurate accounting of staff attention to the patients, thereby preventing bogus entries.
5. The medicine should be issued to the patient only who brought the token. However, helpers accompany the patients producing the Out Patient Slip and drug slip may also be allowed to collect medicines.
6. The internees diagnosis should be countersigned by the regular doctor. It ensures good standard and responsibility of doctors. Even for Post Graduate students findings should be counter signed by doctor.
7. Empty Out Patient tickets may be given to the doctors or internees, only for the purpose of additional pages .
8. Details of gender differentiation and age should be written properly. It is vital in arriving diagnosis, treatment and also helps for statistical data.
9. Name of the disease diagnosed should be written legibly. It is important in prescription of treatment and in statistical data
10. To ensure continuity of Out Patient slip numbering, which would instantly furnish the information of number of patients attended, coding of these Out Patient slip numbering would be more useful, for each calendar year.
11. Tamil language should be used in the prescriptions and labeling of medicines.
12. Separate Out Patient registration record may be maintained for each system. This will facilitate cross checking and quick reference of the population of patients for each speciality of treatment.
13. All experienced counselor may be retained in the main Out Patient registration office, to educate and guide properly the patients arriving for treatment.

(BY ORDER OF THE GOVERNOR)

**J.RADHAKRISHNAN,
SECRETARY TO GOVERNMENT.**

To

The Commissioner of Indian Medicine and Homoeopathy, Chennai-106.

All Principals / Superintendents of Indian System of Medicines Colleges and Hospitals, Chennai, Madurai, Tirunelveli and Nagercoil.

The Director of Medical Education, Chennai-10,

The Director of Medical and Rural Health Services, Chennai-6

The Director of Public Health and Preventive Medicine, Chennai-6

All District Siddha Medical Officers,

Copy to:

✓ The Health and Family Welfare (Data Cell) Department, Chennai-9

The Health and Family Welfare (IM2) Department, Chennai-9

Sf/Sc

/Forwarded by order/


SECTION OFFICER

