

Part A — Display of rates charged by the clinical establishment

Rule 14(c): for ICU and every kind of IPD room, display not only the room rent but the average billing amount per day per person for patients who occupied such rooms over the previous one year — including doctor fees, medicines, diagnostics and procedures. Display in a place open to the public, beside the Certificate of Registration.

Rate board

Room type	Only room rate per day (₹)	Average billing amount per day per person, last one year (₹) — incl. doctor fees, medicines, diagnostic tests, procedures
ICU room		
Deluxe room		
Super-deluxe room		
AC room		
Sharing room		
General ward		
[other room type]		

Other charges displayed

Consultation — OPD (per specialty)	
Registration / file charges	
Emergency / casualty charges	
Common procedures (list)	
Package rates (e.g. normal delivery, LSCS)	
Rates effective from · reviewed on	[date] · [date]
Signed — RMP in charge · registration no.	

Layouts follow Annexure-10 of the Gujarat Clinical Establishments (Registration and Regulation) Amendment Rules, 2024 (Gujarat Government Gazette Extraordinary No. 74, 13 March 2024). The Rules allow the registers to be kept physically or electronically with minor modification. Template by MedStream · medstream.in · free to use and adapt.

Part C — Indoor Patients Register

One line per admission. Header on every page: System of Medicine · Hospital / Nursing Home name · Gujarat Clinical Establishments Act registration no. The hospital must also keep an individual case sheet for every patient (Annexure-10 note).

Register

(1) S. No.	(2) Name of the patient and address	(3) Mobile no.	(4) Age	(5) Gender	(6) Hospital IP no.	(7) Date and time of admission	(8) Provisional diagnosis	(9) Investigations, if any	(10) Final diagnosis	(11) Treatment	(12) Date of discharge	(13) Result — cured / same condition / referred / expired	(14) Additional information, if any	(15) Initial of the medical officer

Retention

Rule 15(3): IPD records for a minimum of five years; medico-legal, court and consumer-forum cases until final disposal. Rule 14(d): patients are given a case record with name, age, gender, date, diagnosis, treatment advised, investigations and results.

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Part D — Register of Outdoor Patients

One line per consultation. Header on every page: System of Medicine · Clinic / Consulting room name · Name of the doctor · Date · Gujarat Clinical Establishments Act registration no.

Register

(1) Serial no.	(2) Name of the patient and address	(3) Mobile no. / contact no., if available	(4) Age	(5) Gender	(6) Provisional diagnosis

Retention

Rule 15(3): OPD records are to be maintained electronically for a minimum of two years. A paper register alone does not meet the wording; keep the electronic record and print this layout from it when an inspector asks.

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Part E — Operation Register

One register per operation theatre — specify the OT (Maternity / General / Ortho etc.). Header on every page: System of Medicine · Hospital / Nursing Home name · Gujarat Clinical Establishments Act registration no.

Register

(1) No.	(2) Name of the patient and address	(3) Patient ID no.	(4) Provisional diagnosis	(5) Operation / procedure performed	(6) Name of operating surgeon and assistant	(7) Name of anaesthetist	(8) Name of staff nurse assisted	(9) Operation time (from – to)	(10) Operation notes	(11) Transferred to which ward	(12) Additional information, if any	(13) Initial of the medical officer

Cross-references to keep with the register

Signed informed consent for the procedure (and the separate sterilisation / anaesthesia / transfusion consents where applicable) filed against the patient ID; the operative note in the case sheet; for a caesarean, the details carried into the discharge summary.

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