ASSET MANGEMENT SYSTEM (AMS)

FACILITY ASSESSMENT TOOLS

Hospital Services Management
Directorate General of Health Services
Health Services Division
Ministry of Health & Family Welfare

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Facility Readiness to Introduce Software based Asset Management System (AMS)

1. Basic Information

1.1	Name of the facility	:			
1.2	Division	:		District	:
1.3	No. of Beds	:			
1.4	Year of Establishment	:			
1.5	Year of upgradation to current bed capacity	:			
1.6	Bed occupancy rate (last CY)	:			
1.7	No. of OPD patients/day	:			
1.8	No. of departments	:			
	Mention the name of the departments	:			
1.9	No. of types of assets	:			
	Mention the types of the assets				

2. Organizational determinants

2.1	Human resources (*Put tick marks on available personnel*)	:	□ RMO □ Store Keeper □ Statistical Officer/ Assistant □ CO (designated)
2.2	Specific job description available for each position	:	□ RMO □ Store Keeper □ Statistical Officer/ Assistant □ CO (designated)
2.3	Functional mechanism for condemnation	:	□ Satisfactory □ Moderate □ Not satisfactory
2.4	Hospital information management culture	:	□ Satisfactory □ Moderate □ Not satisfactory

3. Financial determinants

3.1	Average Annual Budget of the hospital (*in lac BDT*)	:	□ Revenue Budget: □ Development Budget: □ Budget for Acquisition of Asset (Rev+Dev):
3.2	Availability of Budget for electronic and manual data management (*at least 5% of the total annual expenditure*)	:	□ Satisfactory □ Moderate □ Not satisfactory

4. Technical / Infrastructure determinants

4.1	Availability of IT infrastructure	:	□ Computer □ Handheld devices □ Internet connection
4.2	Availability of Manual Stock registers and ledgers	:	□ Yes □ No
4.3	The data on Registers and ledgers are updated	:	□ Yes □ No
4.4	Store Management in the hospital	:	□ Satisfactory □ Moderate □ Not satisfactory
4.5	Adequacy of the logistics data	:	□ Satisfactory □ Moderate □ Not satisfactory
4.6	Availability of electronic database for Medical assets (at least in excel format)	:	□ Satisfactory □ Moderate □ Not satisfactory
4.7	Capacity for computerized software management	:	□ Satisfactory □ Moderate □ Not satisfactory
4.8	Availability of asset tag (Physical identification number)	:	□ Satisfactory □ Moderate □ Not satisfactory

5. Behavioral determinants

5.1	Staffs' knowledge and skill on hospital asset management	:	□ Satisfactory □ Moderate □ Not satisfactory
5.2	Staffs' attitude and motivation to introduce software based AMS	:	□ Satisfactory □ Moderate □ Not satisfactory

Weight for Scoring

Satisfactory	5
Moderate	3
Not satisfactory	1

Questionnaire for Hospital Management:

Sl. No.	Questions	Answer (Put the tick √ mark in following column)		Remarks
		YES	NO	
1.	What assets do you own? (Gov't/Own/Donation/CMSD)	☐	☐	
2.	Have you maintained any record keeping system for fixed assets?	☐	☐	
3.	Do you have any Fixed Assets Register? (Please answer the following questions)	☐	☐	
3.a	Have you maintained any kind of Fixed Asset Register (Manual/Digital register)?	☐	☐	
3.b	Do you know what Type of Asset, Procurement Year and Procuring Entity?	☐	☐	
3.c	Can you differentiate/Identifying type of assets (medical, IT and office equipment)	☐	☐	
3.d	Are you able to determine lifecycle of assets?	☐	☐	
3.e	Where are these located?	☐	☐	
3.f	Are these being used?	☐	☐	
3.g	Who/which unit is using it?	☐	☐	
3.h	Is the asset in working condition?	☐	☐	
3.i	If not, has it been sent for repair/maintenance?	☐	☐	
3.j	If yes, has it been received back from servicing agency?	☐	☐	
3.k	If yes, has it been assigned to its previous user?	☐	☐	
3.l	If not, who is the new person/unit which the asset has now been assigned to?	☐	☐	
3.m	Is the asset unserviceable and needs to be disposed of?	☐	☐	
4.	Do you maintain physical identification mark on the asset?	☐	☐	
5.	Do you have supplier contact details information?	☐	☐	
6.	Do you maintain high cost equipment warranty information?	☐	☐	
7.	Do you have any policy for Fixed Asset Management?	☐	☐	
8.	Have you maintained any standard/ uniform practice for repair/maintenance (Hospital itself/CMSD/NEMEW/vendor)?	☐	☐	
9.	Do you know/measure useful life of asset?	☐	☐	

Sl. No.	Questions	Answer (Put the tick √ mark in following column)		Remarks
		YES	NO	
10.	Do you follow methodology to carry out revaluation, subsequent expenditures, repair cost including accessories	☐	☐	
11.	Have you maintained a depreciation methodology (For example - Straight line, Reducing balance method)?	☐	☐	
12.	Do you have any Asset retirement (disposal) policies? Yes/No (If "Yes" give us the copy)	☐	☐	