

[Hospital Name]

[Address]

[Contact Number]

**Medical Sheet**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| PATIENT INFORMATION: | | | | | | | |
|  | | | | | | | |
| Patient Name: | |  | | Patient ID: | | |  |
| Blood Group: |  | | | Gender: | |  | |
| Attending Doctor: | | |  | Age: |  | | |
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| REASON FOR ADMISSION | | | | | | | |
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| MEDICAL HISTORY | | | | | | | |
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| TEST OR SCAN UNDERGONE | | | | | | | |
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| MEDICINES PRESCRIBED | | | | | | | |
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| DOCTOR OBSERVATIONS | | | | | | | |
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**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home



**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout



**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart

