

**Government of West Bengal**  
**Health & family Welfare Department**  
**Swasthya Bhawan, Block GN-29, Sector V**  
**Salt Lake City, Kolkata – 91**

**Memo No: HPH/10P-03/2018/557**

**Dated: 20.07.2020**

**To**

**The Principal, Medical College and Hospital, Kolkata / Murshidabad Medical College and Hospital**

**The Chief Medical officer of Health (All District and Health District, West Bengal)**

**The Superintendents (All Covid Hospitals, West Bengal)**

**The Director / CEO / Medical superintendent (All Private COVID Hospitals, West Bengal)**

**Sub: Advisory on Case Management for COVID – 19 Patients**

The experts from the Protocol Monitoring Team as deputed by the Department of Health and Family Welfare, Government of West Bengal visited some COVID hospitals and noted certain lacunae in practice which need urgent rectification. On the basis of their observations, following recommendations are made:

1. Top sheet, provided by Govt of WB, should be maintained properly and updated time to time for all patients.
2. Oxygen prescription mentioning device, flow and target SpO2 is mandatory.
3. Newer drugs which are described in protocol can be used but it is institution's responsibility to arrange that medicine for patients. Only those drugs should be prescribed which can be arranged by institution itself instead of imposing the responsibility of it on the patient party.
4. If a patient needs to be referred to other hospital, he/ she must be stabilized before transferring and a case summary should be attached.

These recommendations, if properly practiced, will improve patient outcome. During subsequent visits, teams will specifically check if these suggestions have been implemented.



**Director of Medical Education**  
**Government of West Bengal**



**Director of Health Services**  
**Government of West Bengal**

**Memo No: HPH/10P-03/2018/557(7)/1**

**Dated: 20.07.2020**

Copy forwarded for kind information and necessary action:

1. The Mission Director, NHM, Department of Health & Family Welfare, Govt of West Bengal
2. The MSVP (All Medical Colleges)
3. The DDHS (Admin), Department of Health & Family Welfare, Govt of West Bengal (He is requested to inform the Clinical establishments).
4. DDHS (PH), Department of Health & Family Welfare, Govt of West Bengal
5. The Dy Chief Medical Officer of Health – II (All Districts and Health Districts)
6. The Senior PA to the Secretary, Department of Health & Family Welfare, Govt of West Bengal
7. Office Copy



**Director of Medical Education**  
**Government of West Bengal**



**Director of Health Services**  
**Government of West Bengal**