

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

**Dated: 13.07.2020**

**Memo No: HPH/10P-03/2018/549**

**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 deficiencies 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 with daily updating.
2. Treatment initiation as well as progress notes should be proper and optimum.
3. Proper Oxygen prescription should be made.
4. Injudicious use of antibiotics should be stopped. Antibiotics should be used based on Hospital Antibiotic Policy. Modification of antibiotics should be done as per culture sensitivity report or co morbid conditions.
6. SOFA score should be used for critical patients...
7. Diagnostic and treatment protocols including Ventilation strategy should be displayed in ward or ICU.
8. Patient should be stabilized before transferring out to another hospital and case report should be attached.
9. Quick Response Team should be functional.

These recommendations, if properly implemented, will improve patient outcome. During subsequent visits teams will specifically verify if these are being practiced.

*[Handwritten Signature]*  
13/07/20

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

*[Handwritten Signature]*  
13/7/20

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

**Memo No: HPH/10P-03/2018/549(7)/1**

**Dated: 13.07.2020**

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

*[Handwritten Signature]*  
13/07/20

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

*[Handwritten Signature]*  
13/7/20

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