

Bharati Vidyapeeth (Deemed to be University)

Dental College and Hospital, Pune

To
All HOD/Incharge

Subject: Record Regarding Recall/Treated Patients Regarding

Respected Sir/Madam,

This is lot of confusion regarding record maintenance of recall / treated patients in the concerned departments and their entry in the recall/old patients register record maintained in OPD.

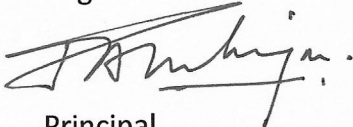
To solve /remove the confusion following steps need to be implemented:

1. On the same day all departments would be required to send a Xerox copy of the work done of **ALL THE PATIENTS done in (UG & PG)** their respective departments latest by 4:00 PM to Mrs. Vandana Khade /Mrs. Savita Shinde/ Mr. Milind Suryawanshi of the OPD section without fail.
2. All HOD/Incharges/OPD incharges are to ensure that number of patients entered in their work done register should be fulfilling the minimum DCI requirement of respective department.
3. The above mentioned data needs to be sent to OPD section maximum by 4:00 PM on same day. Irrespective of presence or absence of concerned clerk/sister/faculty. This is responsibility of OPD incharge of department/incharge of department/HOD.
It is important to note that data which is not sent on same day will not be accepted by OPD section, on next working day.
4. The Peon/clerk/faculty who is handing over Xerox copy of data to OPD section will need to sign in the day and department coloumn of that day.

A similar acknowledgement should be taken by respective department clerk/peon/faculty from the person Mrs. Vandana Khade /Mrs. Savita Shinde/ Mr. Milind Suryawanshi to whom they are handing over data.

The above mentioned needs to be implemented immediately i.e. from 2nd March 2020. This is for information and necessary action.

Regards



Principal

Dr. Rajesh Kshirsagar

PRINCIPAL

Bharati Vidyapeeth

(Deemed to be University)

DENTAL COLLEGE & HOSPITAL

Pune-Safara Road, Pune-411 043.