



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ

Sanjay Gandhi Post Graduate Institute of Med. Sciences,

Raibareli Road, Lucknow- 226 014 (U.P.), INDIA

Phones: 0522-2668004-8,2668700-800-900

Fax: 91-0522- 2668017,2668078

PGI/GA/CMS/ 1850/2021

Dated 03.06.2021

### OFFICE ORDER

In view of decreasing COVID-19 cases and to prevent overcrowding, it has been decided that OPD (both E-OPD & Physical OPD) shall function between 9.30 am to 4.00 pm w.e.f. from 07.06.2021 as per following:-

#### OPD SERVICES (E-OPD & PHYSICAL OPD):

1. New patient's upto a maximum 20/day per speciality in physical OPD may be registered.
2. Follow-up patients may be seen upto a maximum of 40/day per speciality in physical OPD.
3. Only one attendant is allowed with the patient, who must have a negative COVID RT-PCR/TruNat report.
4. Mandatory RT-PCR/TruNat report will be required for patient and attendant. The same will be communicated to patient at the time of registration itself. All patient and attendants must follow COVID Appropriate Behaviour (CAB). The CAB includes:
  - a. Appropriate use of face masks.
  - b. Maintain physical distancing as often as possible.
  - c. Strict hand hygiene, without which patient may be denied entry.
5. A list of appointed patients will be displayed at the entrance of New OPD building, where security personnel will allow the patient along with one attendant only after checking their RTPCR negative report.
6. The list of appointed patients should reach Incharge OPD a day before commencement of OPD who will display the list near the gate based on which the guard will allow only the patients with prior appointments to enter.
7. Preference will be given to such cases which have been asked to come for physical follow-up by e-OPD.
8. Paperless work will be preferred with no OPD file and patients will not be given the requisition forms for investigations. Forms will be raised on HIS and patient will be sent to sample collection centre for investigations
9. COVID-19 Appropriate Behaviour (CAB) is to be mandatorily followed by all Health Care Workers (HCW) during interaction with the patients as above.

#### OPD Timing:-

- Monday to Friday 9:30 AM – 04:00 PM
- Saturday 9:30 AM – 12:00 Noon

P.T.O.



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Departments are requested to increase senior resident's posting in OPD for E-OPD as well as physical OPD separately.

Due to increase of the patient load, the departments may resume regular OPD roster.

## POST COVID-19 OPD

The post COVID-19 OPD will run in New OPD building 1<sup>st</sup> floor in the CVTS OPD area as per following:

### **OPD Timing:-**

- Monday to Friday 9:30 AM – 01:00 PM
- Saturday 9:30 AM – 12:00 Noon

SGPGIMS HCWs & dependents, and other patients discharged from RCH with post COVID symptoms with negative RTPCR report will be given appointment and seen in the Post COVID Clinic.

(RK Dhiman)  
Director

Copy to:

1. Additional Director
2. Dean/ER
3. CMS/MS/I/c OPD/GH/PMSSY
4. Nodal Officer RCH
5. PRO to information all patients who have been given appointments via electronic/Print media as well as other resources.
6. All Heads of Department
7. All Faculty Members
8. All Notice board
9. Prof. Uttam Singh, I/c HIS to upload on institute website
10. Office order file

(RK Dhiman)  
Director