

# **SOP for Reporting of Dengue Patients in Teaching Hospitals**

## Source:

1. Emergency
2. Indoor

## Steps:

1. Resident should fill in the appropriate proforma Reporting Form – R (Appendix 4). All fields are compulsory.
2. Duly filled form will be signed by the concerned Registrar and SR and handed over by the concerned Registrar to focal person designated by MS.
3. Filled, signed forms will be received at The Office of the MS and will be signed by the administrative focal person as designated by the MS.
4. Incomplete forms will be returned by the administrative focal person to the concerned SR for completion.
5. Forms that are complete in all respects (ALL fields filled) bearing signatures of the Registrar, SR, focal person (administrative) will be handed over to the designated focal person from PITB by MS. Record of all forms thus handed will be kept in the office of MS.
6. The process will be completed by 10 am of the next working day.
7. The focal person from PITB will use these forms to fill the appropriate database.
8. This process will capture “suspected and probable cases” as defined by “Revised Diagnostic Criteria” (DEAG March 2012).
9. “Confirmed Cases” as defined by DEAG will need to be filled in on a separate proforma (Appendix 4b).

In view of the above SOP each teaching hospital will need to designate an administrative focal person in order for the above SOP to proceed.