

MEDICAL ADMINISTRATION

The Medical Administration along with its reporting departments is responsible for a good patient experience and seamless patient services. Various steps in this direction were taken to achieve this goal. Standard Operating Procedures for all departments are being made for all to streamline the processes. The Medical Records Office has been started under the medical administration for providing patient services. With a registration of over **19035** patients in 2021, the challenge of crowd control was dealt with by bringing in new policies for patient waiting and physical distancing. The Medical Administration oversaw the operations at HBCH & MPMMCC.

The highlights of the activities of Medical Administration during 2021 has been:

- Running of COVID facility at HBCH, Varanasi.
- Un-interrupted cancer care during COVID pandemic.
- Coordination of Donation of 150 Oxygen Concentrator to Varanasi Division.
- Coordination with Varanasi Administration and other Institutions/ Organizations.
- Coordination of Installation of Oxygen Plant at HBCH & MPMMCC.

The departments of **Nursing, Biomedical Engineering, Central Registration Office, CSSD, Pharmacy and Stores, Medical Social Work, Physiotherapy, Occupational Therapy, Patient Dietary Services** and **Hospital Staff Clinic** work in tandem with Medical Administration.

Staff Members:

Medical Superintendent	Dr. Akash Anand
Assistant Medical Superintendent	Dr. Ruchi Kushwaha
Assistant Administrative Officer	Mr. Ravindra Bundela
Others	Ms. Shreya Dicholkar, LDC Mr. Ram Sumer Yadav, Attendant Mr. Maheep Kumar, Trade Helper Mr. Ganesh Kannojiya, Outsourcing Clerk