

## श्यामा प्रसाद मूकार्जी पोर्ट, कोलकाता

(तल्कालीन कोलकातापत्तनन्यास)  
चिकित्साविभाग, सेन्टेनरीअस्पताल, 1,  
डायमंडहार्बररोड, कोलकाता-700 053

### **SYAMA PRASAD MOKERJEE PORT, KOLKATA**

(erstwhile KOLKATA PORT TRUST)  
MEDICAL DEPARTMENT, CENTENARY HOSPITAL,  
1, DIAMOND HARBOUR ROAD, KOLKATA-700053

CIRCULAR NO. \_\_\_\_\_

July 13, 2021

Guidelines to MARS Remedies for supplying out of stock allopathic medicines at Centenary Hospital, SMP, Kolkata.

- 1) The selected private pharmacy M/s. MARS' Remedies will start functioning at Centenary Hospital, Ground Floor, from 13<sup>th</sup> July, 2021 and will supply medicines which are out of stock in the hospital pharmacy on cashless basis to all entitled beneficiaries of SMP Kolkta.
- 2) The SMP doctors will prescribe medicines as usual in triplicate in the Medical History Book as per present practice. Patients not in possession of Medical History Book will be prescribed in G-31 (OPD ticket).
- 3) The Centenary Hospital pharmacy will issue a requisition slip for all out of stock/non available medicines and handover the same to the patient/patient's relative.
- 4) Out of stock medicines prescribed by visiting doctors have to be countersigned by the following designated doctors :-
  - i) Dr. M. Kelkar, Surgeon,
  - ii) Dr. D. Dutta /Dr. Indranil Moitra Medicine,
  - iii) Dr. Rajat Mallick, Obs & Gyn,
  - iv) Dr. N. Bhowmick, Orthopedic
- 5) The patients/patient party will go to M/s. MARS' Remedies with the countersigned requisition slip to collect their medicines.
- 6) M/s. MARS' Remedies must check the requisition slip to ensure that it is properly signed by the doctors (specimen signature will be provided to them). They will supply the medicines and put a stamp on the Medical History Book/G-31 and get it acknowledged by the patient/patient party in writing. For medicines which cannot be supplied at that particular time, a due stamp will be put against the medicines and these are to be supplied within 24 hours.
- 7) MARS' Remedies will preserve the requisition slips and will submit them with their monthly bill for payment.
- 8) Henceforth, SMP, Kolkata, doctors are advised not to write "To Purchase" in the prescription.
- 9) Indoor requisition for out of stock medicines will come in duplicate copy to M/s. MARS' Remedies and they would supply the medicines to the ward and one of the duplicate copies would be suitable stamped, signed and returned to the ward along with the medicine. ***In situations where a lifesaving emergency medicine is not available in Pharmacy as well as in MARS Remedies, patient (or their relatives) may be allowed to purchase the same from outside and the bill may be submitted for re-imbursement with proper documentation of non-availability from both.***
- 10) Brand swapping is generally not permitted by the external pharmacy and in case they have different brand it can be supplied only by the approval of the prescribing doctor.
- 11) No vitamins, tonics or food supplements are to be supplied by M/s. MARS' Remedies and in case of any doubt, they should consult the Senior Doctors of SMPK.

Chief Medical Officer