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BROOKHAVEN NATIONAL LABORATORY

MEMORANDUM

DATE: 3 February

TO: See Below

FROM: Knud Knudsen, M. D. *KK*  
Chairman, Medical Record Committee

SUBJECT: Chart Documentation for Normal  
Volunteers in Research Investigations

Attached is a photocopy of the Medical Department Guidelines issued 11/14/74 which pertains to several clinical investigations in which employee volunteers are expected to be the principal, but not the sole, contributors of blood and bone marrow specimens. Item 7c refers to the patient's research chart. At its meeting on 1/14/75 the Medical Record Committee discussed the criteria by which such charts should be reviewed and evaluated in the future. We are concerned about the proliferation of paper work and would appreciate your comments on the extent and quality of the documentation needed for these cases. Also, please include your opinion of a suggestion that for these specified clinical research programs all clinical data and other documents be filed in the employee's health record which is initiated, controlled, and maintained in the Industrial Medicine Clinic. In the Medical Record Section only a Master Patient Index card with the research Unit No. and a cross-reference to the outpatient chart and relevant CIRC. numbers will be maintained.

- cc: Dr. Cronkite
- Dr. Atkins
- Dr. Chikkappa
- Dr. Conard
- Dr. Zanzi
- MRC File

*8 Feb 75*

*AM*  
*I'd like to discuss with*  
*Dr. Knudsen in near future*

KK/alh

The Medical Research Center  
Brookhaven National Laboratory  
Upton, L. I., New York

*KK*

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REPOSITORY Records Holding Area Bldg 494

COLLECTION Cronkite's Files

BOX No. 1

FOLDER Hospital Committees  
Medical Records Committee