

MEDICAL RECORD COMMITTEE - MINUTES  
December 21, 1955

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MEMBERS PRESENT:

- Dr. Lewis K. Dahl, Chairman
- Mr. W. Alvord Finn
- Dr. Walton Shreeve
- Amanda L. Harrison, Secretary

REPOSITORY RECORDS HOLDING AREA  
 COLLECTION MEETINGS/MINUTES/AGENDAS  
 BOX No. 3  
 FOLDER MEDICAL RECORDS COMMITTEE  
1958-1968

MEMBERS ABSENT:

- Dr. Robert A. Love

The third meeting of the Medical Record Committee convened in the Chairman's Office on Wednesday, December 21, 1955 at 4:05 p.m.

Minutes of the previous meeting were not presented for discussion or comments.

Dr. Dahl opened the meeting with the discussion of the revised Dietary Record. He suggested that the two columns, K and Cl, be deleted entirely, that the caption, CALORIES, be abbreviated and the size of the column reduced, and that the captions and or columns from left to right read thus: Date, Diet, CHO, PRO, FAT, CAL., Na, 2 small columns without captions, and 1 larger column without caption. These suggestions were approved by Dr. Shreeve who was the only other professional member present at that time. These ideas will be referred to the Head Dietitian and in the absence of serious objection from her the use of this Form as approved by the Committee will become effective early in 1956. The Committee further agreed that personnel in the Dietary Department will be responsible for (a) ordering from Supply when the Form becomes a regular stock item, (b) initiating single copy of Form for each admission and placing it in chart on ward,

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and (c) completing all description during hospitalization and at the time of discharge.

Mr. Finn pointed out that the new Forms presented had the patient's name placed to the left. After discussion the members recommended that all new Forms have the name placed to the right of the page. After this decision by the Committee Miss Harrison suggested that considerable thought be given to the use of some type of manual addressograph name plate in the future.

The Committee next discussed the revised "Isotope-Radiation Summary Record." Once again Dr. Shreeve pointed out that this Form lacked provision for recording radiation given elsewhere prior to admission to this hospital. He further believed that such information should be recorded in as great detail as possible. Dr. Dahl agreed with this and the Form will be revised again embodying this recommendation.

The revised Face Sheet was presented next. Salient points in the discussion and final recommendations included:

- a. Page one will consist of general information and vital statistics obtained at the time of admission only
- b. Date of admission will be repeated in the section which will include discharge statistics
- c. Final clinical data will be recorded on page two
- d. Inasmuch as one full page will be given to admission data,
  - (1) enlarge blanks for answers, (2) avoid using all capital letters for captions, and (3) spread out all data.

Mr. Finn suggested that the revised Form be prepared on the Varitype machine and re-presented to the Committee at its January meeting. Dr. Shreeve and Miss Harrison again mentioned the efficacy of retaining the section entitled "Pertinent Previous Diagnoses and Treatment." Dr.

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Dahl continued to question the value of such a section in this particular Form. Again, no decision was reached in this regard.

The next meeting is scheduled for Wednesday, January 25, 1956 at 4:00 p.m. in the Chairman's Office.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

/s/ AMANDA L. HARRISON  
Secretary

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