

NOVEMBER 28, 1956

## MINUTES - MEDICAL RECORD COMMITTEE

The regular monthly meeting of the Medical Record Committee convened in the Chairman's Office at 4:00 p.m., Wednesday, November 28, 1956. Dr. Dahl presided and all regular members were present throughout the meeting. Dr. James Robertson, Head, Division of Medical Physics, was present for discussion of revision of the Isotope-Radiation Summary Record. *R*

Form 855A - Isotope-Radiation Summary Record- Dr. Robertson first related the various suggestions submitted to the special committee, explained the meaning of all captions, and cited several examples of entries. Following deliberation of these criticisms the special committee drew up two forms which were examined and discussed by the Medical Record Committee to-day. The following conclusions were reached:

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1. All patient identification data other than name and number will be deleted.
2. Brief explanation of the form together with certain dose formulae and definitions should be included on the form per se.
3. The above-mentioned data will be printed on the reverse side of the form rather than as footnotes on the front.
4. The caption in the last column will be modified to include "Project Number."

Dr. Robertson will make these changes and additions and then give the final sample to Miss Harrison who will arrange to have the revised Form mimeographed and distributed for a trial run. Form 855A will be withdrawn from circulation while the revised Form is being tested.

Form 802A - Face Sheet, Part I - Dr. Dahl then initiated discussion of Part I of the Face Sheet. Conclusions reached included:

1. Place name and unit no. in upper right hand corner
2. Use lower case only for all items
3. Reduce space allowed for "Provisional Diagnosis"
4. Delete term, "Civil Status" and replace by specific words, namely "Married, Single, Widow(er), Divorced, Separated." (Abbreviations acceptable to conserve space if necessary.)
5. Delete term, "Color," using "Race" only
6. Place "Date of Birth" on same line as "Birthplace"
7. Delete term, "Baptism"
8. Change order or sequence of lines as seen in attached copy.

The Medical Research Center

Brookhaven National Laboratory

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MINUTES - MEDICAL RECORD COMMITTEE (Continued)

NOVEMBER 28, 1956

Mr. Finn was instructed to proceed to make arrangements with the Photography and Duplicating Division of BNL for final printing of this revised Face Sheet, Part I.

The meeting adjourned at 5:10 p.m.

The next regular monthly meeting would be the day following Christmas. Confirmation of this date, December 26, 1956, will be made subsequently.

Respectfully submitted,

/s/ AMANDA L. HARRISON, R.R.L.  
Secretary

Att.  
/alh