

MEDICAL RECORD COMMITTEE

IM. 7
725595
JUNE 25, 1958
4:00 - 5:00 p.m.

With the exception of the Administrator, all members were present for the regular June meeting.

A draft of the topical outline of the arrangement of the contents of the medical record at discharge was presented, discussed, and minor changes made. This outline will be mimeographed and for an indefinite period of time one copy will be inserted in the front of each folder.

The members next discussed the problem of how to conserve space in the Research charts. Suggestions for decreasing bulk included:

- a. Make the Physical Examination continuous with the History Sheet, thereby dispensing with the special page and/or form entitled "Physical Examination."
- b. When feasible use graphs horizontally rather than vertically.
- c. For short admissions file all laboratory reports together rather than in groups (e.g. chemistries, urinalyses, etc.).
- d. Urge physicians and nurses to avoid waste space in making daily entries on the wards.

To effect such economy the cooperation of the Medical and Nursing Services will be sought (1) via announcement at the next monthly Staff meeting and (2) via direct communication one with another on the wards during the patient's stay.

The remaining portion of time was given to the review of the following charts, all of which were approved: 7141-R, 8080-R, 8456-R, 9111-R, 1463-R, 5086-R, 8111-R, 5862-R, 8827-R, 8172-R, and 8365-R.

The next meeting will be Wednesday, July 30, 1958, at 4:00 p.m. in the Chairman's Office.

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/s/ AMANDA L. HARRISON, RRL
Secretary

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