

DOCUMENT SOURCE	
Lawrence Berkeley Laboratory Archives and Records Office	
Records Series Title	RiD Administration Files & Logs
Accession No.	434-90-0375
File Code No.	14-10-10
Carton No.	4 of 5
Folder No.	Binder: Jan DeMoer Section
Notes	Section: Medical Records
Found By	Silvan Landerer
Date	

715216

BERKELEY: DONNER LABORATORY

February 3, 1981

TO: Donner Medical Staff

FROM: E. L. Alpen *EL*

SUBJECT: Medical Records

As an outcome of our discussions on formalizing record control, I would summarize our conclusions as follows:

1) Jan DeMoer will set up a central library file for patient records. She will assign a block of accession numbers to each group maintaining patient records. The assigned block of numbers will have an associated letter prefix indicating the originating group. Each record center will maintain its own files and will forward to Jan the patient's name and address and the location of the original file. She will also maintain a number/name cross-reference system.

2) Each group will be responsible for care and custody of its own records, including necessary locked storage and quality control.

3) Radiographic film records will be maintained in a radiographic library with appropriate patient name and number records on films and envelopes. Patient files will be cross-referenced to the film files by report or reference.

We will start these procedures immediately if all are in agreement. I suggest we not try to go back in existing files more than two years and only do this as time permits. We will continue to maintain the original patient consent forms in a central repository under Jan's control, to be responsive to University regulation.

May I take this chance to make an unrelated remark? I have noticed a number of occasions recently where films, scans, computer print-outs, etc. have been used in public presentations without suppressing the patient's name thereon. We should be careful not to let this intrusion into patient privacy escape our control.

Thanks for your very helpful cooperation.

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DOCUMENT SOURCE	
Lawrence Berkeley Laboratory Archives and Records Office	
Records Series Title	RiD Administration Files & Log
Accession No.	454-90-0375
File Code No.	19-10-10
Carton No.	4 of 5
Folder No.	Binder: New Doctor Petition
Notes	Sections: Medical Records
Found By	Robert Langford
Date	

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*Test of Frankfort 2 of page 2.*

"Biomed Numbers" are assigned to keep track of all biomed charts (charts are kept by PI, Biomed Card Catalog is used to locate charts).

Principal investigators are responsible for seeing that all patient/subjects are entered into the "Biomed Number" system. Blocks of numbers are assigned to each PI at the beginning of year (PI indicates how many numbers he/she expects to need, and a packet of cards with the assigned numbers are sent to PI). The cards are returned when numbers are assigned. The administrative office keeps an up-to-date chronological listing of all numbers, and the cards are filed in the alphabetical card catalog for use in locating charts.

#### PROCEDURES

1. When Biomed cards are returned by PI, the names should be added to chronological list and the cards are filed in the alphabetical card catalog.
2. About October, check to be sure there are sufficient cards on hand for the coming year (RL-6439 Rev. 12/86 -- need about 400 cards).
3. In November, send memos to appropriate groups to find out how many numbers will be requested for the coming year.

Before January 1st, send each PI a packet of cards with numbers assigned for the coming year.

4. In early January send list of the numbers assigned for the previous year, asking that the list be checked for completeness and possible errors.

When necessary corrections and/or additions have been made, then make final copy of list. There should be 2 copies -- one list of all numbers (for all PIs) to be added to chronological list; and a second list of numbers for each PI to be added to each PI's section. Another copy of the Research Medicine list should be sent to the Radioactive Drug Research Committee.

#### RECORDS

##### 1. Card File Drawers:

- 4 5x7 file drawers: cards for Donner Clinic and Donner Pavilion Patients 1937-1975.
- 3 3x5 file drawers: cards for Biomed patients/subjects 1975+

##### 2. Binders

1. Binder with lists of Biomed Numbers since 1975 (Chronological for all numbers from 1975; chronological list from 1975 for each PI)
2. Binder with Donner Clinic and Donner Pavilion Patient/Subjects 1937-1969  
 Binder with Donner Clinic and Donner Pavilion Patient/Subjects 1954-1969  
 Binder with Donner Clinic and Donner Pavilion Patient/Subjects 1969-1979

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