

J-3-a

yourphy late

Dads: ? Penal failure - Sent to G.I.

Sent home, deceased here.

J-3-a-1

Chief Administrative Officer - Mettun
ADMINISTRATIVE DEPTS.

PHYLLIS BLOOM - OVERVIEW - liaison between depts inside & outside of med - general follow up.
 SANDRA EVANS Does all scheduling, census for Tish & Guyanese GOVERNMENT, makes sure people on job working
 SILVIA SLY Doctor's secretary - sets up appts for Larry, Joyce, and Dale - notices Dad of health problems
 MIKE SIMON Office organizer - keeps track treatment supplies and patient flow. Phyllis census of illness

SECRETARIES

PENNY SILVERS Insurance and correspondence
 SUE JERRAN 2^o a day in charge of med library
 SHIRLEY FIELDS Medical transcriber - sets up appts protocols and Xray

MEDICAL RECORDS

HELOISE HALL Head med records - keeps track of all charts
 Makes sure all signed off correctly by depts
 STEVE ADDISON Pulls & refile charts.
 RUTH LOWERY Rechecks charts on a continual basis and checks orders against follow up in notes.

RECEPTIONISTS

MAGNOLIA FARRIS Receptionist
 LUCILLE PAYNEY Relief receptionist

DOCTOR

LARRY SCHACHT Doctor

PRACTITIONERS AND STUDENTS

JOYCE PARKS Practitioner - sees patients - minor health complaints
 SHARON COE JONES Rel. practitioner - specializes in birth to jr. high. Sup. Study in exams in high school.
 DIANE LOUIE Student practitioner - does screening phys exams and Larry zooms in on problems. Assists Larry, Joyce, & Sue.
 JUDAY JAMES Exams and health follow up on junior high and high school students

CLINICAL SPECIALISTS

CORLIS BOJTBETS Eye exams and follow up

CLINICAL SPECIALISTS

LESLIE WILSON* GYN *In charge of pap smears and breast ex. Works in men 3 days a week. Assists Larry MWFPMs*
 SHANDA JAMES* DENTAL *Does serious dental - instructing Tommie so she can take on more responsibility.*
 TOMMIE ROCHELLE* DENTAL *Organizes dental program, does checkups also works part time in pharmacy. Teaches health care workers class by doctor or practitioner.*
 NEDRA YATES* PHYSICAL THERAPY *massage - heat treatments as ordered*
~~DR. MURRELL* Ed. M. Bogie "~~

TOMMY BOGIE* *massage and ranged motion per doctors or practitioner.*
 MARY BLACK* *Supervises physical therapy dept - does PTEval & Rx - assigns pts to operators.*

SUPERVISOR NURSES

WANDA KING* X-RAY *6³⁰A - 1⁰⁰P sup nurse + relief rest time for on sick people in community and day and sup*
 LUNA MURRELL* *Full time treatment sup*
 DALE PARKS* RESPIRATORY THER. *1⁰⁰ - 8⁰⁰ sup nurse 8-1 Take care of resp patients + Research*
 LIZ RUEGERIO *7P - 10A Night sup nurse*

TREATMENT NURSES

LINDA SADLER* *span time* *Treatment nurse* PODIATRY
 JULIUS EVANS* *Treatment nurse* RESPIRATORY THER.
 BARBARA SMITH *Treatment nurse*
 BESSIE PROBY *Treatment nurse*
 LYNETTA JONES *Treatment nurse*
 JEROME SIMON *Night treatment nurse*
 MARVIN JANERO *Treatment nurse (student)*

HEALTH CARE WORKERS

THELMA JACKSON *Visiting nurse 1/2 day AM - PM treatment nurse*
 PAM BRADSHAW *Works primarily as visiting nurse*
 AGNES JONES *Night visiting nurse*

TREATMENT TABLE

CHRISTINE YOUNG *Treats all elementary and junior high children*
 MARGARET JAMES *Does BAs*
 BARBARA DAVIS *Records BAs*

X-RAY AND LAB

AL TSCHETTER* X-RAY
 MARIANITA LANGSTON* LAB *1/2 day AM*
 SANDI JONES *1/2 day PM*

SENIOR CENTER

CLEVIE SNEED *Supervisor*
 GLADLYS SMITH
 FLORENCE HEATH
 ISABEL DAVIS
 DORIS LEWIS *Night nurse*

SPECIAL CARE UNIT

JOYCE LUND *Supervisor*
 ESTER DILLARD *day care nurse*
 EDDIE KUTLAS *Night supervisor*
 CARRIE LANGSTON *night care nurse*
 EDITH PARKS *1/2 day relief*
When the census is full (10 pts) we pull an extra person from treatments

PHARMACY

DON FIELDS *Supervisor*
 BARBARA FARRELL *Assist supervisor*
Tommie Rochelle
 ROCHELLE HALDMAN *visiting pharmacist 4^o a day & phar*
Rochelle Haldman - dispenser & pour
 HELEN JOHNSON *dispenser*

BOND

RENNIE KICE *In charge of supplies*

ANNIE MOORE *In charge of meds*

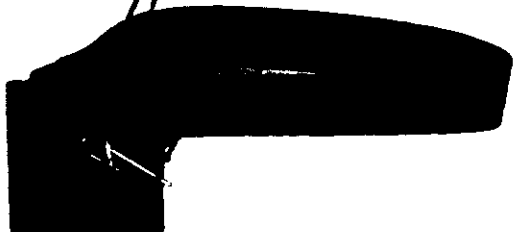
TECHNICAL ADVISOR

PAULINE BROOT *Checks out and maintains machines
Teaches and is helping to set up lab.*

SENIOR CENTER BEAUTICIAN

NAUJUANDRIENE DARNES *BH 50*

*I don't know how we can change the structure
of the staff without losing out on important
things that have to be done. Pugh's*



DRUG
INVENTORY
RECORDS

5-2-77



WESTERN MEDICAL ENTERPRISES, INC.
P. O. BOX 4797
HAYWARD, CALIFORNIA 94540

VERNON COSNEY
PO BOX 893
GEORGETOWN, GUINEA
SOUTH AMERICA



5-3-a-40

Key - This one "may"
have to be paid? Ask
Gene Chalkiss what are
the ramifications? He was
part to P.T. in S. A.
- of Gene says pay it, give
to Marva K. & pa.
H

J-3-a-46

WESTERN MEDICAL ENTERPRISES, INC.

P. O. BOX 4797 • HAYWARD, CALIFORNIA 94540

VERNON COSBY
PO BOX 893
GEORGETOWN, GUYANA
SOUTH AMERICA

COSBY CHERYL
COSMOS76 9/01/78
139 DRIFTWOOD SANTA ROSA

77.50

DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE. CANCELLED CHECK IS YOUR RECEIPT. AMOUNT PAID _____

02/15/78	PREScription RX 036126 VICOR C NOT COVERED BY MEDI-CAL	6.50		6.50
01/05/78	SUPPLIES 1 LOTION BELVATON 4oz	.50		7.00
02/11/78	PREScription RX 032929 VALIUM NOT COVERED BY MEDI-CAL	16.50		23.50
01/20/78	PREScription RX 036126 VICOR C NOT COVERED BY MEDI-CAL	6.50		30.00
02/14/78	PREScription RX 032929 VALIUM NOT COVERED BY MEDI-CAL	16.50		46.50
02/15/78	SUPPLIES 1 LOTION BELVATON 4oz	.50		47.00
02/25/78	SUPPLIES 1 LOTION BELVATON 4oz	.50		47.50
02/27/78	PREScription RX 031626 VICOR C NOT COVERED BY MEDI-CAL	6.50		54.00
03/15/78	PREScription RX 032929 VALIUM NOT COVERED BY MEDI-CAL	16.50		70.50

J-3-a-5a

PAYMENT IS DUE ON THE 1ST AND DELINQUENT IF NOT RECEIVED BY THE 10TH OF EACH MONTH

DOM AND BOARD IS BILLED A MONTH IN ADVANCE ALL OTHER CHARGES AFTER THE ACT WHEN ONE DOES NOT STAY A FULL MONTH. A PRORATED REFUND WILL BE SENT WESTERN MEDICAL ENTERPRISES, INC.

IF ANY PORTION OF THIS STATEMENT HAS BEEN PAID DEDUCT FROM LAST AMOUNT SHOWN IN THIS COLUMN BEFORE REMITTING

WESTERN MEDICAL ENTERPRISES, INC.

P. O. BOX 4797 • HAYWARD, CALIFORNIA 94540

VERNON COBBY
 PO BOX 893
 GEORGETOWN, GUINEA
 SOUTH AMERICA

008N0576

page 2

77.50

DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE. CANCELLED CHECK IS YOUR RECEIPT. AMOUNT PAID _____

11/15/78	BALANCE FORWARD		70.50
1/24/78	SUPPLIES 1 BELVATONE LOTION 4oz	.50	71.00
4/05/78	PRESCRIPTION RX 036126 VICOR C NOT COVERED BY MEDI-CAL	6.50	77.50

J-2-a-56

MENT IS DUE ON THE 1ST AND DELINQUENT IF NOT RECEIVED BY THE 10TH OF EACH MONTH

AND BOARD IS BILLED A MONTH IN ADVANCE. ALL OTHER CHARGES AFTER THE WHEN ONE DOES NOT STAY A FULL MONTH. A PRORATED REFUND WILL BE SENT PER UNUSED PORTION OF THIS STATEMENT.

WESTERN MEDICAL ENTERPRISES, INC.

IF ANY PORTION OF THIS STATEMENT HAS BEEN PAID DEDUCT FROM LAST AMOUNT SHOWN IN THIS COLUMN BEFORE REMITTING.



10 Polypore - off

~~whitfield~~

~~Acacia~~

1 Penicillium - 1.5 million
Aqueous ^{units} Shorn

1 Pen A - Shorn

14/10/78

J-3-a-7

amais 14/0

Compozono Sapp (chilchun)
for 7/7/77

~~2 tubes of tetracycline~~

2 tubes of tetracycline
colicin

2 Mentyl H - 500 mg
500 mg each 7m

16/10

~~2 tubes of tetracycline~~

~~4 mg Phenytoin~~

~~21 Phenytoin 30 mg~~

~~10 Doxepin 25mg~~

J-3-a-9

June 12/11

Dulston Cream 2.75g
Office

~~to Dulston Cream~~

~~Whitfield - Lemmon~~

~~to Dulston Cream~~

Permit 1 lb. of Putogena
Lundin A.

~~1 lb. Putogena Lundin A.~~

~~to Dulston Cream~~

~~to Dulston Cream~~

~~to Dulston Cream~~

J-3-a-106

0470

~~RESEARCH~~
~~ANALYSIS~~

~~PROTON~~
~~RESEARCH~~
~~PROTON~~
~~RESEARCH~~

115
TETRAHYDRO
FURAN
TRB
9125

132-50735

~~ALC~~ ~~SEP~~

~~RESEARCH~~
~~RESEARCH~~

#8

~~RESEARCH~~
~~RESEARCH~~

~~RESEARCH~~ 200'

~~RESEARCH~~

~~RESEARCH~~

~~RESEARCH~~

~~RESEARCH~~

~~RESEARCH~~

12/10/78

801 * 508
GASTROENTEROLOGY
SEDS # 108

Norgesco CTM-V #50

ROBAXIN^{NS} Repto-B
(amoxicillin)

~~VIT C 200 #50~~ 120.00

~~WAL~~ #175

Chlarsquin #370

Thyroid (I₂) #100

Excedrin - Take off
inventory
None left

~~WAL~~ #400

Penicillin #100

~~Penicillin~~

TET-250 #100

~~WAL~~ #300

17/10/78

~~DUGARD, ESTHER~~

~~10 11 12 13 14 15 16~~
~~10 10 19 10 10 10 10~~
0820 800
1970

~~BENJAMIN (~~
~~SOMER~~
~~808 APR 10~~
~~1970~~
~~(FBI)~~

5-3-6-116

19-10-78

Following meds are going to Georgetown and FOR RERENA:

Premarin 0.625 #60

Premarin 1.25 #60

~~Mississippi~~ ~~100mg~~ ~~30~~

~~Diabazol~~ ~~30~~

Aldomet 250mg 30

Lasix 40mg 30

Valium 5mg 15

2/1/10

101 Seated ALREADY
GOT THEM PARKED!

J-3-a-12

Phenazone 3oz 18/10/78

Robitussin W 4oz

Doxepin #3

Stemetid or #5

Compazine Bar 100g

~~Aspirin~~

~~ibuprofen~~

~~Colchicine~~

~~lobonolone~~

Dilantin

#100

Thiazine 100

#10

CTM - 1/445

~~Endorphin~~

~~Sumatriptan~~

Ornade #12

~~Sumatriptan~~

~~Propofol~~

~~Propofol~~

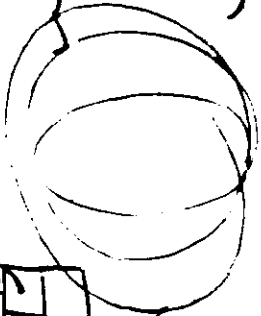
3-3-a-13a

~~Propofol~~

CANADA, MARY

12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CTM-4-mg bid
PRN - 7-DAYS

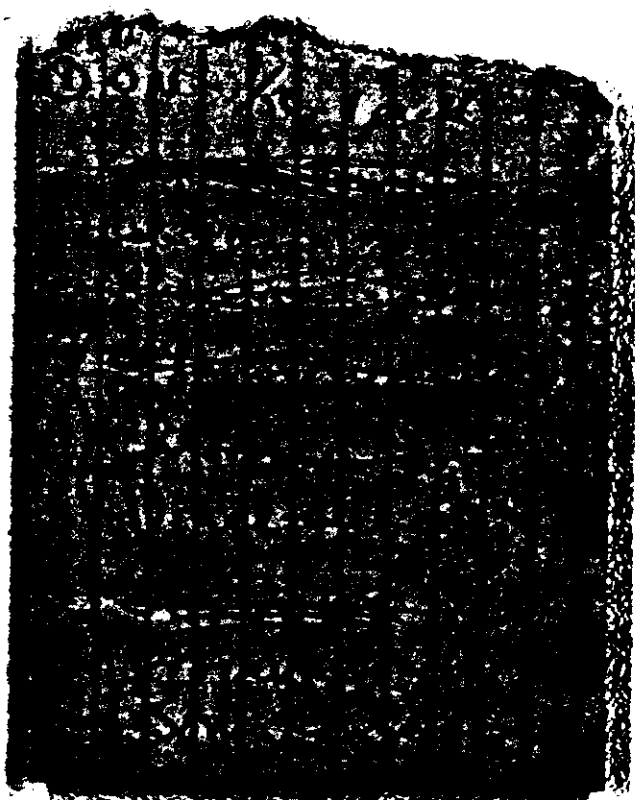


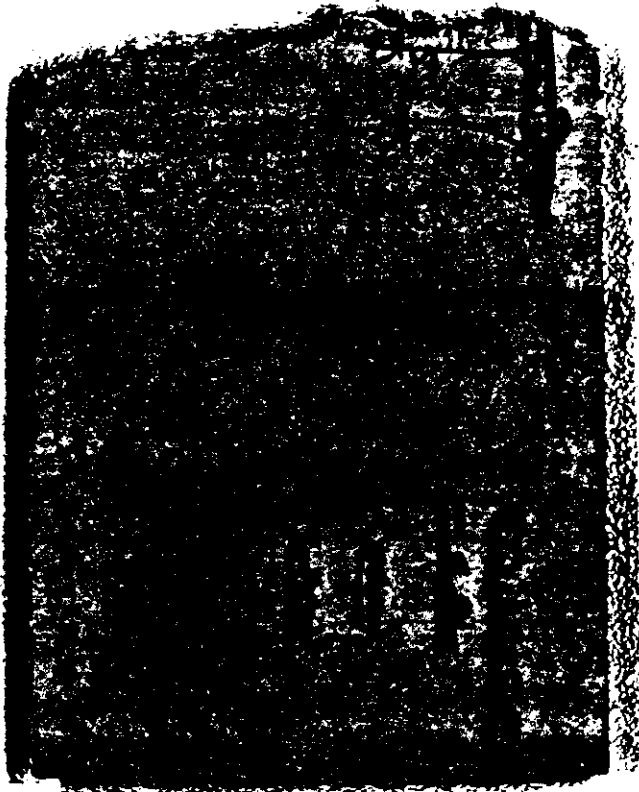
HERBAL COUGH
15 MC. TID PRN
2 WEEKS

TILL - 10/25

Bill

J-3-a-136





~~Hit C 275X~~ ¹/₁₁
~~Phenergan~~ -
~~Robitussin~~ -
~~Tylenol #40~~
~~Kasix~~
~~PCN 250mg~~ #65
~~CELUBIN (PINK)~~
~~Equagesic 5~~
~~Monnatol - 50~~
~~Thyroid 1gr. 150~~
~~AMINOPHYLINE 200mg~~
#50)
~~ATACID TABS #70~~
~~Kaopectate~~ -
~~Potassium~~ -

J-3-a-15

↓ ↓

16/10/78

2 lot. Dudaled

~~2 lot. Dudaled~~
~~2 lot. Dudaled~~

10 Dosepin 25mg

17/10/78

Do NOT Bother with this

- 1 amp useful - emergency bag
- 1 lot. 50% Dextrose - emergency bag
- 1 small lot special - emergency bag
- 1 amp Dilantin - emergency bag
- 2 lot Ringer's lactate - emergency bag
- 1 lot Dextrose - emergency supply
- 1 lot sodium chloride - emergency supply
- 1 20ml amp Hyfumat 1.2
- 1 20ml amp Mg sulfate
- 1 amp sodium Bicarb
- 1 amp Calcium Gluconate
- 2 lot 1% Butorane

11/10/78
12/10/78
13/10/78
14/10/78
15/10/78
16/10/78
17/10/78
18/10/78
19/10/78
20/10/78
21/10/78
22/10/78
23/10/78
24/10/78
25/10/78
26/10/78
27/10/78
28/10/78
29/10/78
30/10/78

981-0-5-5

15/10/78

2 Disposable 2cc Syringe

4 23 ga needle

~~30 Tabs~~

~~MURPHY'S~~

~~30 Vit B-6 Tabs~~

30-Vit B-6 Tabs Port Kaituma
Sharon Jones

CALCIUM Gluconate
Sodium Chloride

Bottle alcohol

3 cc syringe

3 CHUXS

[Handwritten scribbles]

heard

16/10

OK

1-2-198

12/10/78
P125029pc Soc 24112c

30/10/78
30/10/78
30/10/78

WINTER 1978

~~Handwritten scribbles and illegible text~~

I-3-5-120
30/10/78
30/10/78

Little orobal
2 sec 10/10/78

I-3-5-196

331
501

10/10/78

TOLECTIN - 200 #96
MENE #15
VALIUM - 10 #15
DARVOLET - N #15

~~DIABASE RUC~~
~~ACB~~
TULSINOLIS 55

3-3-2-2-2-2

~~ST. LUCAS~~
~~ST. LUCAS~~
~~ST. LUCAS~~

RABITUSIA - 302
KAO LIN - M - ? NONE

DOXETIN 5 mg #1
PAVABID 50
MORGINE (?) 0.5mg
SYLA #127

(OVER)

POTASS - 5000
GANTRESIN - 50055

490
620
1507
870
283
740

2297
620
370
2137
283
740

~~Child~~
676
553

1230
880

J-3-a-216

X
665

654
776
358
00
785

2631

~~Remain~~

~~Element~~

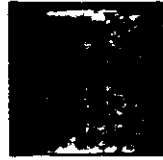
J-3-a-216

1/2

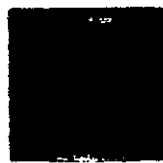
11/11/78

I Corine Kae
(Rennie) authorize

3-3-a-21d



J-3-a-21e



NAME

INVENT NO

REORDER

MAX ORDER

COST

SUPPLIER

DATE

AMT REC'D

AMT ISSUED

DOSE

BALANCE ON HAND

J-3-a-22

Prescription

NAME:

INVENT. NO.

RE ORDER

MAX ORDER

COST

SUPPLIER

DATE

AMT REC'D

AMT ISSUED

DOSE

BALANCE ON HAND

2/1/51

100

100

25 mg

77

J-3-a-23

25 Vials ~~Pact-H₂O~~
25 Vials ~~N-NaCl~~

JOHNSON, RUBY (N)

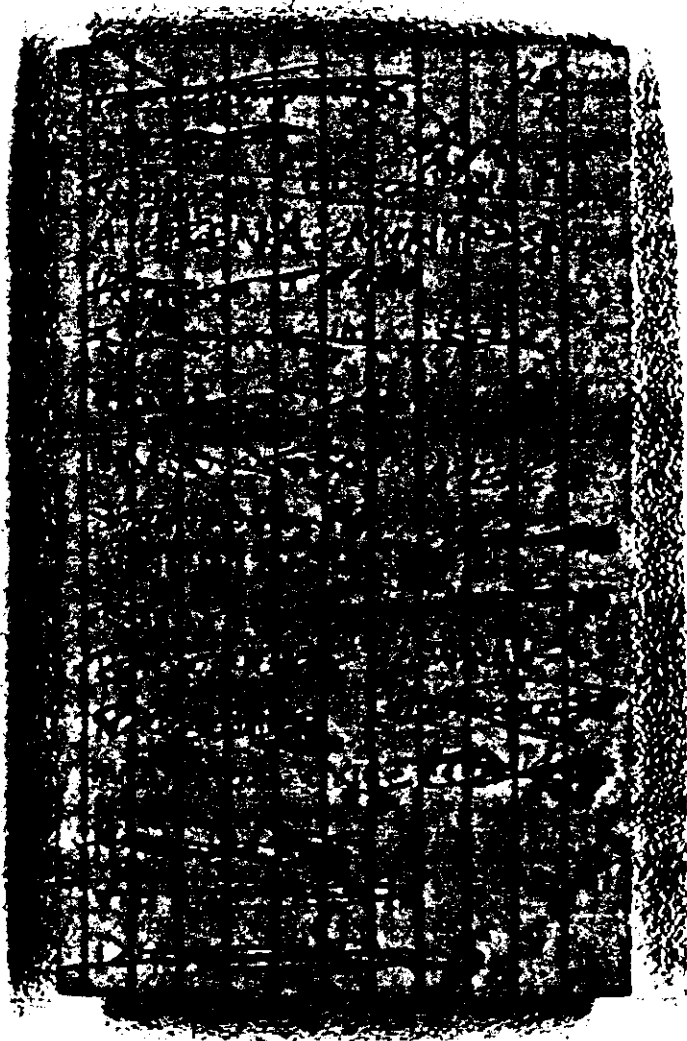
21 ✓
22 ✓
23 ✓
24 ✓
25 ✓
~~26~~



250
Panicedin

TID
5 DAY

J-S-a-25a



5-3-6

Benzoin Liquid - No Spray

Eye Antibiotics ie Neosporin - Gantrexin

Boric acid Crystals

Lactate Ringers

Normal Saline

5% Dextrose in Water

50% Glucose (I.V.) To be given for Diabetes -
emergency

Aspirin and Tylenol Type non Aspirin.

Nitroglycerin

Demerol - I.M.

Morphine I.M.

Valium P.O. Q.I.D. III

Actifed and Sudafed.

Oral decongestants for Chedeki (Tremaine -
Sudafed)

Pregnancy Test Kit.

Ipecac

Plavix Oral E.N. I.M.

Valium " " "

Thorazine " " "

21/10/78

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

all you made + 2

~~Wiganid p... 181~~
C.T.M - 51
Sungreen (Dorep...) #3

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

8 supps

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

~~Wiganid p... 181~~

WEIGHT LOSS:
For how
Were you treated
With what med
How long

S-3-5-20

FEELS WEAK - FATIGUE EASILY

NAUSEA:

Where
How long

VOMITING:

How many days
How much retching
Gagging

LUMPS OR BUMPS ANYWHERE:

Allergic rashes
Itching
Red
Hives

SORE THROAT:

Where
For how long
Were you treated
With what med
How long

WEIGHT LOSS:

J-3-6-26

LASIX - FURSEMICIDE
ALDOMET - METHYLDOPA
LANOXIN - DIGOXIN
PREMARIN - CONJUGATED ESTROGEN
SUDATEL - Pseudoephedrine
FLAGYL - METRODIAZOLE
H.C.T.Z - HYDROCHLORATHIADE
DILANTIN - PHENITOIN SODIUM

J-3-b-4

Inventory of September 7, 1978

1.	Green duffle	June Crym	Doxsee Supplies #1
2.	Green duffle	June Crym	Doxsee Supplies #2
3.	White duffle	June Crym	Doxsee Supplies #3
4.	Green duffle	June Crym	Doxsee Supplies #4
5.	White duffle	Jewell Runnels	Doxsee Supplies #5 paper
6.	Green duffle	Jewell Runnels	Doxsee Supplies #6
7.	Green duffle	Jewell Runnels	Doxsee Supplies #7
8.	Green Duffle	Charles Garry	Medical N-189
9.	Green duffle	Charles Garry	Medical N-188
10.	Green duffle	Charles Garry	Medical N-190
11.	Green duffle	Charles Garry	Medical N-191
12.	Green duffle	Charles Garry	Medical N-192
13.	Green duffle	Charles Garry	Medical N-193
14.	Footlocker	June Crym	Sandy G/T #1
15.	Footlocker	June Crym	Sandy G/T #2
16.	Green duffle	Jewell Runnels	Valisha Supplies #1
17.	Green duffle	Jewell Runnels	Valisha Supplies #2
18.	Green duffle	June Crym	Personal
19.	Box	Jewell Runnels	Doxsee Supplies #8 VW t
20.	Footlocker	Jewell Runnels	Doxsee Supplies #9
21.		Charles Garry	Personal
22.	Green duffle	Charles Garry	from R. Parr
23.	Green duffle	June Crym	from R. Parr

J-3-b-5a

1. Green Duffel June Crym Doxsee #1

Misc Clothing for Patty C

1 AM/FM cassette recorder for Patty C.
3 Chain saw chains for Ken Norton
1 box Electrical Plaster rings for Chris R.
1 can Silicone Lubricant for Ken N.
1 can Anti-rust film for Ken N.
12 cans of Similac with iron for Medical Dept.
2 reems paper
2 Sanyo port. radio-small size for Patty C.
80 Receptacle Covers for Chris R.
120 pr socks for Patty C.

J-2-b-56

2. Green Duffel June Crym Doxsee #2

5 band saw blades for Ken N.
15 cans Similac with iron for Medical Dept.
2 Sanyo port. radios for Patty C.
4 boxes Size AA batteries, 2 doz per box for Patty C.
1 Sanyo AM/FM port. radio for Patty C.
30 Receptacle covers for Chris R.
7 Video tapes
3 Chain saw chains for Ken N.
168 pr socks for Patty C.

J-3-b-5c

3. White Duffel June Crym Doxsee #3

1 can welding rod E6011-1/8T #HH411 for Cleve S.
24 caps for Patty C.
Misc Clothing

I-3-b-54

4. Green Duffel June Crym Doxsee #4

3 Field phones
2 cans WD-40 for Tish
2 cans Moisture and Fungus proof varnish for Chris R.
1 Sanyo AM/FM cassette recorder for Patty C.
2 Sanyo AM port Radios for Patty C.
24 D size batteries for Patty C.
1 large sample boot for Mike P.
48 pr socks for Patty C.
12 Caps for Patty C.

81-2-80-1-48

J-3-5-5e

6. Green Duffel Jewell Runnels Doxsee #6

1 Hydraulic pump, Case Backhoe for Bruce T.
1 Voltage regulator for 6X6 for Bruce T.
1 Lincoln rotary hand pump for Bruce T.
24 files #73-232000 for Ken N.
8 Powerlock tape rulers 20'X3/4" for Mike P.
5 Receipt books
18 Power lock replacement blades, 25'X1" for Mike P.
12 Powerlock replacement blades, 25'X 1/4" for Mike P.
12 Powerlock replacement blades, 25' X 3/4" for Mike P.
24 Switch boxes for Chris R.
36 Caps for Patty C.

J-3-b-58

7. Green Duffel Jewell Runnels Doxsee #7

Pkg for Barbara and Marcie Simon

1 blanket
10 sheets
7 towels
2 toys
3 Pillow cases

several pkgs for Yvette Muldrow

1 bag for Corlis Boutte

8 Childrens' raincoats for Alice I.

J-3-6-59

#8

Green duffle

Charles Garry

Medical #N-189

3		Surgical gowns (D)
3	box	Medical Services envelopes
1	btl	Kodak fix B, 2 1/4 qt. \$
1	btl	Phosphoric acid (D)
1	bag	Kotex (D)
7	bag	Tampax (D)
2	box	Medical Services stationery
9	btl	Mylanta (D)
7	box	Neutrogena soap (D)
5	btl	Ascriptin aspirin (D)
1	box	Slides, glass (D)
10		Telfa Abd pads 5 x 9 \$
6	bag	Q-Tips (D)
5	btl	Desiccated liver (D)
19	pr	Socks (Patty Cartmell)
1	pkg	File folders, plastic \$
64		Dissector sponges \$
1	btl	Kaopectate (D)
		Misc. clothing

J-3-5-54

#9

Green duffle

Charles Garry

Medical #N-188

not AK

2		Surgical gowns (D)	
5		Portable toilets	\$
2		X-ray aprons	\$
1	pr	X-ray gloves	\$
4	pkg	Disposable bags for portable toilets	\$
1	bag	Safety pins (D)	
1	env	Medical dept.	
3		Disposable cold packs (D)	
3	pkg	File folders, plastic	\$
4	box	Neutrogena soap (D)	
5	can	Similac with iron	\$
24	pr	Socks (Patty Cartmell)	
		Misc. clothing	

J-3-b-51

#10 Green duffle Charles Garry

Medical #N-190

20	btl	B-Complex (D)
10		Telfs Abd pads 5 x 9 \$
21	pr	Socks (Patty Cartmell)
9	bag	Band-Aids (D)
8	bag	Kotex (D)
2	bag	Tampax (D)
5	pkg	Latex rubber gloves (D)
2	pkg	File folders, plastic \$
1	env	Medical dept.
3	gal	Potassium 20% \$
		Misc. clothing

T-3-b-5j

#11

Green duffle

Charles Garry

Medical #N-191

2	gal	Potassium 20% \$
2	btl	Kodak fix B, 2 1/4 qt. \$
10	btl	Periactin, 4 mg/100 \$
		Lawton instruments \$
8		06-0600
1		11-0616
2		08-0810
1		10-0630
2		20-0320
1		96-0800
1		11-0610
1		11-0335
2		12-0330
1		11-0221
1		11-0618
2		20-0313
1		81-0100
1		07-0155
2		20-0316
1		81-0525
1		90-0955
1		Gonometer
1		11-0217
6		10-0150
1		11-0612
21		06-0101
1		11-0614
2		09-0166
.2		80-0511
1		23-0198
2		35-0280
1		80-0345
2		08-0030
10		06-0620
12		06-0313
9		06-0321
2		21-0205
37		Dissector sponges \$
11	bag	Band-Aids (D)
3	bag	Q-Tips (D)
2	pkg	File folders, plastic \$
1	pkg	Teri Jones
1	pkg	Dorothy Buckley
18	btl	Baby vitamins (D)
7	bag	Kotex (D)
7	bag	Tampax (D)
		Misc. clothing

S-3-b-5k

#12

Green duffle

Charles Garry

Medical #N-192

	Lawton instruments	\$
1	07-0156	
1	51-0810	
2	09-0141	
2	51-0807	
1	20-1706	
2	16-0274	
2	09-0126	
2	20-0804 ?	
1	20-1714	
1	51-0660	
4	20-0420	
1	08-0810	
1	08-0340	
2	35-0281	
2	09-0181	
12	06-0402	
1	05-0850	
2	20-0304	
5	06-0201	
2	09-0395	
2	05-2003	
4	20-0465	
18	07-0114	
1	20-0495	
1	20-1715	
1	20-1725	
2	20-1726	
2	30-1001	
2	66-0270	
1	50-0142	
1	65-0900	
2	66-0120	
1	65-0601	
1	box	X-ray film, 8 x 10, #195-2126
3		Cassettes, 8 x 10, #153-5236
1		Cassette, 24 x 30, #146-5384
5	pkg	File folders, plastic \$
4		Tape measures
9	btl	Aspirin, children's
9	bag	Band-Aids (D)
6	pkg	U-100 syringes (D)
2	box	Gauze \$
11	bag	Kotex (D)
1	pkg	Clarence Klingman
1	env	Ellen Klingman

J-3-b-52

#13

Green duffle

Charles Garry

Medical #N-193

2		Cassettes, 35 x 43	\$
2	bag	X-ray file folders	\$
2		X-ray film XRP-1, 10 x 12, #195-2183	\$
1		X-ray film X6-1, 24 x 30, #197-2694	\$
1	bag	Sterilizing paper (D)	
3	pkg	Sutures, lancets (D)	
4	pkg	Insulin syringes U-100 (D)	
1	pkg	Syringes (D)	
1	pkg	Band-Aids (D)	
2	pkg	Scopettes	\$
3		Baby ASA (D)	
6		Blakemore tubes (D)	
9	bag	Kotex (D)	
1		Cranial drill (Lawton)	\$
		Lawton instruments	\$
8		06-0316	
2		45-0141	
1		20-0860	
1		20-0849	
1		21-0490	
1		82-0110	
1		30-1016	
3		16-0250	
1		48-0206	
5		07-0105	
4		09-0560	
1		10-0624	
1		10-0622	
1		51-0807	
1		48-0203	
4		09-0570	
2		66-0119	
1		50-0144	
1		50-0143	
1		10-0623	
1		50-0145	
2		87-0200	
2		51-0806	
1		45-0202	
1		48-0202	
4		16-0275	
1		48-0205	
1		48-0204	
1		50-0335	
1		44-0365	
2		Whet stones for needle sharpening	\$

J-3-b-5m

#14 Footlocker June Crym Sandy G/T #1

1 Clothes - PR
Tape recorder
Cleaning supplies - several
Toilet brush
Shoes - Richard
Package - Terry Jones
Towels
Washcloths
Sheets - twin and double
Kotex
Tampax
Non-slip strips, cement steps
3 bar Paper
Soap

J-3-b-5n

#15 Footlocker June Crym Sandy G/T #2

12 ea. Set of dishes
20 Glasses, plastic
Towels
Washcloths
Sheets (double and single)
Cleaning supplies
Kotex
Tampax
PR books
Floor wax
Upholstery cleaner
Silverware
Soap powder

J-3-6-50

#16 Green duffle

Jewell Runnels

Valisha Supplies #1

Curtins
Socks
Canned meat - 1
Diet Pepsi - 6
Cassette recorder - 1
Skirts
1 bag jewelry
1 soap powder

I-3-b-5p

#17

Green duffie

Jewell Runnels

Valisha Supplies #2

1 Blanket
3 Soap powder
6 Diet Pepsi
Clothes
Irish Spring soap
Bandanas
Bowels
Socks

J-3-b-52

#19 Box Jewell Runnels Doxsee #8

6	box	Size AA batteries, 12 doz. (Patty Cartmell)
12		Powerlock tape rules, 20' x 3/4" (Mike Prokes)
8		Powerlock replacement blades, 16' x 3/4" (Mike Prokes)
2		Powerlock replacement blades, 25" x 1" (Mike Prokes)
1		F78 x 14 tire for VW van
1		14" rim for VW van

J-3-5-5r

*Thenergan - 3
*Robitussin - 11
KADA -
Xtylenol - 20
*ANTACID TABS
Doxepin 4
DILANTIN 10
*Propal Mulantra
*
NORINYL - 1 + 50 ^{Diawa Marshall} #1
*DRAMIMINE - 50 - 27
CALCIUM LACTATE 150
*Penicillin 50
EMP # 3
*AZENE
Xvit B complex 546
ON + 80 ^{Diawa Marshall} #1
ENDURON 5mg.
53

J-3-5-6

~~FBZ 100 #50~~

FBZ 100 #50

D.S.S. #30

*Vit. C #254

*Phenergan

*Robitussin

*Tylenol #50

*ASA

Aldomet 250mg #145

" 500mg #150

Inderol 10mg #200

Synthroid 0.1mg #80

Tegretol 200mg #30

Cascara sagrada Liq.

Doxepin #3

Eudafed #50

Di-gel #120

Pramiket FA (Prenatal vits) #100

Riacinamide 100mg #120

J-3-b-7

9/11

Soma

Emp #2

3-3-b-2a 2

80 ↓ 4

Tylenol METHYL

Vit CTM CELULASE

HCTZ 506 KAMU

Probenecid CTM

ANTHRA 100

Stibic acid

Methocarbamol

SS 30

Photo Blue

Thiazide 30

~~...~~

Sulfates 50

Nicotinamide 100

Calcium 60

ERYTHRAMYCIN 250

AMPICILIN 250

Tetracycline 250

... 60



Feenamint⁷ 14
SUDAFED LIQ. ✓

VIT-C

45L
25C
Q207

J-3-5-86



18/10 - Annie

5 pkg of *Phytophthora* - James Office

19/10 2 Vials of *Penicillium* sp
Lary - just

10/10 Demand by Jony - just

~~W. S. A. Corbett~~

~~Spores of *Aspergillus* - Corbett~~

20/10 1) lot *Aspergillus nidulans* } Carol B.
" " *Aspergillus*
" *Aspergillus*

90 Tubs of J. N. C. - Nursery
10 pkts of *Geotrichum*

DP-D-2-25-3-b-9a

21/10/78

arrived - 11/81

1 packet of 28 day @ family £50
for dental antibiotic

1 box of cyclozel

50' antibiotic for E.Coli 01/81

23/10/78 - post

50' Chloroquine

1 pkt Demulen 6 M.I. Clary

24/10/78

Stokes of Tetracycline antibiotic

2 boxes of

parent - 6 M.I. & 12 M.I.

96-9-2-3-2-3-6-96

Phenegan (cough syrup)

1/2oz, 3oz

Microlax Plus

1oz

Mylantra

1oz

Phenegan 0.600

~~1oz~~ Riopan?

12oz

J-3-b-10a

*liquids

Sudafed - 4oz 1oz

will

~~AVC SUPP #5~~

AVC SUPP #5

Triaminic

4oz 1oz

Tri-U. Sol

2 bles

Whitfield Sol.

2oz

Dominat

Robitussin Cough Syrup

4oz 3oz

8g Phenergan

001-8-2-23-6-106 →



[The page contains approximately 25 lines of extremely faint and illegible handwriting, likely bleed-through from the reverse side. Some faint words and numbers are visible, such as '15 ml' and '20 ml' on the right side of the page.]

X-b-116

-2-2

3/7/21

Joyce Lund

3 Surgical Hats

5/17 Surgical Drapes

3 Surgical Pants

3 Surgical Tops

1 Surgical Masks

3 Gowns

5-3-6-12

Caraway ?
bire

Dr. Scholl's ~~with foot~~ - 1 tube 8/10
~~cardic #25 8/10~~

0

Procaine Pen 7, 12 8/10
Penicillin - 5 vials = 18

enderal

~~Hydrocortisone~~

~~Hydrocortisone~~

Quadrans

B-50 #59

Bact-DS - #3 some vials

Potassium Gluconate - #6

Cocidiostat #77 which one in book?

10 Granul Supp - 11/10 Dale Harwood Supp 13/10

0

0

3-10-78

Drug list for Maria

Ophthalmology Orders - Corlis

Epifrin 1%	20 bottles
Epifrin 2%	20 bottles
Pilocarpine 1/4%	10 bottles
Pilocarpine 1%	10 bottles
Pilocarpine 2%	10 bottles
Pilocarpine 3%	10 bottles
Pilocarpine 4%	10 bottles
Phospholine iodide .125%	25 bottles
Neosporin Ophthalmic Ointment	20 small tubes
Cortisporin Ophthalmic Ointment	10 small tubes
Vasocon A	10 bottles

Laboratory - Sandy

Ordering catalogues for lab supplies, medical, etc.

Wright's Stain	1 gallon
Alcohol 70%	1/2 gallon
Acetone	1/2 gallon
Acetone alcohol	1 gallon
Guaiac paper or tablets	1,000 tablets
Clinitest tablets	1 case
Cover slips, square 2x2	20 boxes
Plain slides 1x3	20 boxes
Chamber clip for hemoglobinometer	
Chamber for hemoglobinometer	
Cover glass for hemoglobinometer	
Tek Chek for dextrose	20 rolls

I-3-b-14a

Dextrostix	2 cases
Azostix	2 cases

Bond - Rennie

Gauze 4x4	50 packages
Adhesive tape 1/2" rolls	100 rolls
Adhesive tape 2" rolls	100 rolls
Alcohol	100 bottles
Ora jel	6 tubes
Desitin Ointment	10 tubes
Needles for injection 22 gauge	1 case
Needles for injection 23 gauge	1 case
White unbleached muslin	1 bolt
Denision wrap autoclave paper	

Pharmacy - Don

Digoxin (Lanoxin only) .25 mg	2 bottles of 1000 tablets
Digoxin (Lanoxin only) .125 mg	2 bottles of 1000 tablets
Penicillin G 250 mg	3 bottles of 1000 tablets
or	
Penicillin VK 250 mg	3 bottles of 1000 tablets
Kaolin-Pectin liquid (i.e. Kaopectate)	10 gallons (bulk if possible)
Antacid liquid (i.e. maalox type)	gallons
Ferrous sulfate 5 grain	20 bottles of 1000 tablets
Chlorpromazine injectable	Box of 100 ampules
Diphenhydramine hydrochloride (i.e. benadryl) elixir	1 gallon

Pediatrics - Sharon

Ampicillin elixir

~~25~~ bottles

Nycostatin cream

12 tubes

Respiratory Care - Dale

Price checks and any available info on the following:

oxygen masks (adult, pediatric)

oxygen cannulas (adult, pediatric)

oxygen cylinders (sizes E and H)

oxygen regulators (for E and H cylinder)

Respirators - for intermittent positive pressure breathing (IPPB)

Ventilators - for continuous mechanical ventilation - types for adult and for children

Respirator breathing circuits for IPPB machines (examples include the Bird and Bennett respirators)

Humidifiers

Vaporizers Used in respiratory care for humidification of lungs.

Nebulizers

We need any available equipment catalogs for oxygen supplies, anesthesia supplies and respiratory equipment.

Need now - respiratory medications

- Bronkosol or isoeptarine for nebulization into lungs 12 bottles
- Isoproterenol or Isuprel for nebulization into lungs 6 "
- Racemic epinephrin (Vaponefrin) for nebulization into lungs 6 "
- Metaproterenol (alupent) medihaler for nebulization to lungs 12 "
- Acetylcysteine (mucoxyst) solution for nebulization to lungs 12 "
- Alvair (tyloxapol) for nebulization to lungs 6 "
- Dornase (pancreatic dornase) for nebulization to lungs 6 "
- Vanceril (becamethasone) for nebulization to lungs 6 "
- Bacteriostatic water and normal saline 30 ml vials 25 each

J-3-b-14c

Creams - Diane

Flagyl tablets 250 mg	1 bottle of 1000
Lubrication jelly	1 dozen tubes
Lydocaine jelly	1 dozen tubes
Benadryl ointment	1 dozen tubes
Phenergan ointment	1 dozen tubes
AVC cream	1 dozen tubes
AVC suppositories	1 dozen boxes
Monostatin cream	1 dozen tubes

Sterile irrigating water	
250 cc	3 cases
500 cc	3 cases
1000 cc	3 cases

Sterile irrigating saline	
250 cc	3 cases
500 cc	3 cases
1000 cc	3 cases

Sultrin vaginal cream	1 dozen tubes
-----------------------	---------------

Xylocaine jelly 2% with epinephrine	6 tubes
-------------------------------------	---------

3-0 silk atraumatic suture with small cutting needle	4 boxes
---	---------

3-0 silk atraumatic suture with small cutting needle for skin closure	4 boxes
---	---------

Respiratory Care Equipment

3/10/78

Price checks & any available information on the following.

1. Oxygen masks, (adult, pediatric).
 2. Oxygen cannula, (adult, pediatric).
 3. Oxygen cylinders (size E and H)
 4. Oxygen regulators (for E and H cylinders).
 5. Respirator - for Intermittent Positive Pressure Breathing (IPPB).
 6. Ventilator - for Continuous Mechanical Ventilation - types for adult and for children.
 7. Respirator Breathing circuit for IPPB machine (examples the BIRD AND BENNETT RESPIRATORS).
 8. Humidifier
 9. Vaporizer
 10. Nebulizer
- } used in Respiratory Care
for humidification of lungs.

We need any available equipment catalogs for oxygen supplies, nebulizer supplies and Respirator Equipment.

Needs now - Respiratory medications

- 12 bottles 1. Bronchodilator or isothelmine for nebulization into lungs
- 6 " 2. Isoproterenol or Duprel " " "
- 6 " 3. Racemic epinephrine (Vapontin) " " "
- 12 4. Metaproterenol (alupont) medihaler for nebulization to lungs
- 12 5. Acetylcysteine (Mucosyl) sol. for nebulization to lungs
- 6 6. Allevia (Tyloxapol) - for nebulization to lungs
- 6 7. Alomone (Pancreatic Enzyme) - for nebulization to lungs
VORNAVAC
- 6 8. Vancin (bacamethasone) - for nebulization to lungs
- 25cc 9. Bacteriostat: H₂O + Normal Saline. (20ml. vials).

Dale Park

S-3-b-15

mycostatin cream — 1 doz tubes
 Flayl tablets 250 mg
 Lubrication Jelly 1 doz tubes
 Hydrocortisone Cream 1 doz tubes
 Benzoyl Peroxide 1 doz tubes
 Phenylephrine 1 doz tubes
 Ave Cream 1 doz tubes
 Bopparonic 1 doz boxes
 monostatin cream 1 doz tubes

3000 Sterile Water 250 cc, 500 cc, 1000 ml — bottles
 3000 Saline 250 cc, 500 cc, 1000 ml bottle

Sulfur vaginal cream 1 doz tubes
 xylocaine jelly 2% & ephedrine 6 tubes

4 boxes 3-0 silk anatomical suture — small cutting needle
 4 boxes 5-0 silk anatomical suture — small cutting needle for skin closure

QUESTIONNAIRE FOR MEDICAL ABBREVIATIONS

3-3-5-16

2x1000
DIGOXIN (LANOXIN) .25mg
ONLY .125

3x1000
PENICILLIN G - 250mg
OR
PENICILLIN VK - 250mg

KAOIN-PECTIN LIQ
(KAOPECTATE) BULK
10-GAL IF POSS.
(GALS)

ANTACID LIQ - GALS
(IE MAALOX)
TYPE

10x1000
FERROUS SULFATE
5gr

CHLORPROMAZINE 100
5-3-6-17a

DIET

HIGH PROT. — 100+

ORDINARY — 50+

PEANUT-BUTTER — 7 GM
2-TABLESP

CHICK — 1oz

FISH — 1oz

J-3-b-176

(Get Ordering Catalogues for lab supplies, medical etc.
 Wright's stain - 1 gallon
 70% alcohol $\frac{1}{2}$ gallon
 acetone $\frac{1}{2}$ gallon
 acetone alcohol - 1 gallon
 Guaiac paper or tablets 1,000
 Clinitest Tablets - 1 case
 Cover slips Square 20 of 2x2
 Plain slides 20 boxes 1x3
 Chamber clip for hemoglobinometer
 Chamber for hemoglobinometer
 Cover glass " "
 (Tek Check for Dextrose 20 rolls
 Dextrostix - 2 cases
 Azostix - 2 cases
 Lab supplies needed
 Sandi does
 mycostatin cream - 12 tubes
 ampicillin strips
 50 Pkg Gauze 4x4 packages
 100 Roll $\frac{1}{2}$ " - 2" - Adhesive Tape rolls
 1000ml alcohol
 6 Tubes Ora jel
 10 tubes Dantin Oint
 1 can 22g x 0.3g needle
 Penicillin wax and Clon Paper
 (1 Bolt white antiseptic munitin

5-3-6-18

Ophthalmology orders

Epifrin 1% 20 bottles
 Epifrin 2% 20 "
 Pilocarpine 1/4% 10 "
 Pilocarpine 1% 10 "
 Pilocarpine 2% 10 "
 Pilocarpine 3% 10 "
 Pilocarpine 4% 10 "

Phospholine
 Iodide .125% 25 "

Neosporin O
 Ophthalmic
 Ointment 20 sm. Tubes

Cortisporin
 Ophthalmic
 Ointment 10 sm. Tubes

Vasocin A 10 bottles

5-3-6-19

all left 8/17/78

8. *Mary Willis*

- Medical inventory #N-182
- 4 btl Chloralhydrate 500 mg/500 \$
 - 3 btl Benedryl 50 mg/1000 \$
 - 3 btl Lasix 500 per bottle \$
 - 1 btl Lanoxin .125 mg/1000 \$
 - 7 btl Pred Forte 1% \$
 - 6 btl Metimyd \$
 - 6 btl Calcium Lactate 10 gr/1000 \$
 - 3# Similac with iron \$
 - 1 pkg Binder paper (D)
 - 1 box Hearing aid batteries - 60 \$
 - 2 box Butterfly infusion sets - 50 per box \$
 - 1 env Medical dept.
 - 4 jar Hydrocortisone 1% \$
 - 2 Plastic wash pans (D)
 - 8 pkg Gauze 4 x 4 \$
 - 3 bag Pens (D)
 - 2 bag Sweet'N Low (D)
 - 7 btl Cutter insect repellent (D)
 - Scrub clothes

(also has People's Forum)

5-3-b-20a

9. Mary Willis

Medical inventory

4N-183

2 btl	Chlorpromazine 100 mg/1000	\$
2 btl	Sulfisoxazole 500 mg/1000	\$
1 box	Torecan 10 mg/2 cc/ 100 ampuls	\$
10	Alupent with inhaler	\$
2	Pen VK 250 mg/1000	\$
3	Lasix 500 per bottle	\$
6	Metimyd	\$
4 btl	Calcium Lactate	\$
2 pkg	Binder paper (D)	
1 env	Medical dept.	
2 jar	Hydrocortisone 1%	\$
4 btl	Niacinamide	\$
1 gal	KCL 20%	\$
1 btl	Vit B-6/1000	\$
10 pkg	Gause 4 x 4	\$
1	Douche bag (D)	

J-3-b-206

ACTIFED
 ALDACTAZIDE
 ALDOMET ——— METHYLDOPA
 ALDORAL
 ALOPHEN ——— PHENYLPHTHALEIN
 ALUPENT ——— METAPROTERINOL
 ALUSERONS FORTE
 AMINOAMILLIN
 AMOXIL ——— AMOXACILLIN
 AMPICILLIN
 ANGISED ——— GLYCERYL TRINITRATE
 ANTEPAR ——— PIPERAZINE PHOSPHATE
 ANTURANE ———
 APRESAKIDE
 ARLEN PRIMAQUEN — CHLORQUINA
 ARISTOCORT ——— TRIAMCINOLONE DIACETATE
 ARILDIN ———
 ASCORBATIN ——— ASA, MAMOK
 ARTHRITIS PAIN FORM —
 ASPIRIN ——— ACETYLSALICYLIC ACID
 ATROMID-9 ———
 ATROPINE
 AZO-GANTANOL
 AZO-GANTRISIN
 BAETHINE
 BARALGIN ~~in~~
 BASALGEL ——— ALUMINIUM CARBONATE GEL
 BELLEROL
 BENDELIN
 BENDROFLUAZIDE
 BENTYL & EPB
 BETHINE, BRICANYL — TERBUTALINE
 BRONADIL, ——— THEOPHYLLINE
 BRONKODAS
 BRONDELON
 BUTAZOLIDIN (ALKA) — PHENYLBUTAZONE
~~BUTIBEL~~
 BUTEFIN, BUFINOL — ASA, NIG. CALG.
~~CACROLET~~
 CACRODOLAS
 CANSQUAN ——— MEFENZOLATE BRONCH
 CANTIL
 CARTER'S LITTLE PILLS
 CATAPRES ———
 CHARCOAL
 CHARDONNA
 CHLORAMPHENICOL
 CHLORODINE
 CHLOTRIDE ——— CHLOROTHIAZIDE

53-5-21

5-5-0

34

INVENTORY... BRUNNEN # 215

Steven Daniel

inventory leaving 10/19- trunks to follow w/ next out.

- 1 case IV solution- D5NS- 1000 cc/bottle 6/case
- 4 envelopes- Height and Weight charts- 2-15 yrs/ girls and boys
- 1 gal. germicide- Bard Hinds
- 1 box syringes- 3cc/ 25g/1 1/2" 100/bx CS
- 35 blood administration donor sets- Cutter 805-01
- 10 Bic 4-in-1 pens (FOR PHARMACY)
- 5 boxes ZeroFlo gauze dressing 1x8 12/bx CS
- 23 gauze bandages- CS
- 4 sol. administration sets
- 3 extension tubes
- 2 Dental Floss
- 1 box Ethicon sutures- K-8706 48/bx
- 17 infant feeding tubes 5 fr. premature CS
- 3 bx surgical blades #23, 50/bx CS

SHIPPED OCT 23 1978

S-3-C-1a

(25)

INVENTORY TRUNK # 217:

inventory to leave 10/19 *Steven Daniel*
trunk to follow

1 case IV solution D5W 1000cc/btle 6/cs \$
6 pints Iron Sulfate liquid \$
3 Steno notebooks-D
1 btle rubber glue D
1 bx Acro Fasteners- D
1 bx pens- D
7 rolls scotch tape- D
2 pkges file labels- D
2 bxs- plastic tabs dor files- D
3 pkges gauze- 4x4 \$
1 bx Xeroflo gauze 5x9 OS
2 bx Xeroflo gauze 1x8 OS 12/bx
12 C2 masks- OS
22 suction catheters- 12 fr. OS
1 box syringes- 3cc/ 21g/1½" 100/bx OS

SHIPPED OCT 23 1978

5-3-C-16

(26)

INVENTORY TRUNK # 216

Steven Daniel
trunk to follow next

inventory to leave 10/19

- 1 case IV solution D5NS 1000cc/btle 6/case \$
- 6 pints Iron Sulfate \$
- 1 Medical Envelope- Literature
- 1 pkg plastic file folders- \$
- 9 btles Camphophenique D
- 1 tube A&D ointment D
- 1 btle Prenatal Vits. D
- 4 bxs Xeroflo gauze 5x9, 12/bx \$S
- 13 blood administration donor sets (Cuteer 805-01) \$
- 4 Xeroflo gauze 1x8 12/bx OS
- 1 bx Deseret infusion sets 21g/ 50/bx OS
- 20 suction catheters 12 fr. OS

SHIPPED OCT 23 1978

S-3-c-1c

(27)

inventory for box #214 - to out w/ next person

Steven Daniel :

2 25# containers of barium sulfate

medical inventory must go to Georgetown Coordinator (Tim Carter) to take care of w/ Ministry of Health. This box will come w/ next person leaving here.....

SHIPPED OCT 23 1978

To
Georgetown
Coordinator
Tim
Carter

1-3-8-1d

5-3-5

for X-ray

776-6085 - Kodak In S.F.
(ask for parts)

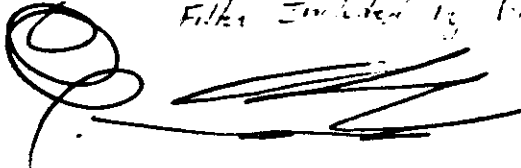
May 3, 1978

*Q - = Not Recommended by Bureau for initial kit
check price*

SUGGESTED DEALER SERVICE KIT FOR
KODAK X-OMAT PROCESSOR, MODEL M6

<u>Part #</u>	<u>Description</u>	<u>Quantity</u>
<u>Racks, Turnarounds & Crossovers</u>		
472755	Nut, special	4
472756	Nut, special	4
452101	Nut	204
452128	Bearing, roller	4
470507	Stud-roll	204
454285	Sprocket	2
458182	Gear-driven	21
458161	Bearing	42
468354	Gear-driven	2
466325	Roll-rack B	1
470087	Roll-T.A. "A"	1
467562	Roll-E	1
467558	Roll-C	1
468063	Roll-D	1
467555	Roll-H	2
467843	Spring	42
459344	Spring	42
474645	Spring	42
<u>Main Drive</u>		
454260	Chain-link	1
462065	Main drive	1
458189	Worm-left hand	2
458191	Worm-right hand	2
458193	Bearing	21
458383	Gear-worm	1
853000	Pin	21
<u>Dryer Transport Assembly</u>		
458585	Bearing-flanged	21
458709	Block-bearing	2
458583	Pulley	22
462048	- Thermostat <i>MINENT</i>	21
474413	Belt	31
459402	C-roller transport	21
462026	- Heater	1

Extra Included by Bureau



-continued-

J-3-d-1a

Suggested Dealer Service Kit for --2
 KODAK X-OMAT Processor, Model M6
 May 3, 1978

-- = Not Recommended by factory

<u>Part #</u>	<u>Description</u>	<u>Quantity</u>
<u>Pumps & Plumbing</u>		
175210	Diaphragm assembly	2 /
175203	Spring-diaphragm	4 /
175209	Pump body	2 /
459248	Poppet valve assembly	4 2
462594	Cam	1
452637	Clamps	12 C
454817	Clamps	6 3
466315	Selector valve assembly	4 /
467674	Cartridge	3
459471	O-ring	6 2
463363	O-ring	2 /
K-4445	- Pump housing L.H.	1
K-4455	- Pump housing R.H.	1
474377	- Shaft, housing impeller assembly	1
452990	Tubing	10 ft.
762095	Tubing	10 ft.
<u>Electrical</u>		
853168	Fuse 15 amp	4 2
459363	Microswitch	3 /
462037	Switch	2 /
853116	Fuse 4 amp	1
462027	- Heater-developer	1
471131	- Time delay relay	1
<u>Miscellaneous</u>		
462703	- Flow indicator-developer	2 /
458980	- Drain valve	1
462703	- Flow indicator-fixer	2 /
<u>Additional Parts</u>		
470085	- G Roller, Crossover	1
470086	- G Roller, Rack	1
462028	- Maindrive Motor	1
462065	Maindrive Chain	1
454260	Chain Link	1
458187	Drive Sprocket	1
466986	Blower Belt	1
466630	Blower Belt	1
462580	- Dryer Blower Motor	1
472993	- Dryer Thermostat	1

J-3-d-16

I-3-e

MEDICAL DEPARTMENT
INSTRUCTIONS FROM JJ

1. Define psychological bedwetters from those with physical problems.
2. Have patience with people who have speech problems.
3. Mother wants people briefed on babies nursery at orientation.
4. All people except bedwetters and handicapped and toddlers must get rid of their pee-cans. All pee-cans must be registered.
5. People with ringworm and sores are to take a shower before treatment.
6. Dad wants a progress report from hospitals in G.T. on patients. He doesn't trust hospitals.
7. Do not empty urine cans nor urinate on the ground.
8. Medical team is to see how authentic Willettas illness is. (Several mo. ago)
9. We have to kill the fly population.
10. We have to get rid of maggots. I hate the word "research". When will we find the solution?
11. Keep Ken Norton under medical observation.
12. We can't afford to give medications away. Give medications only in the case of a baby dying.
13. Get free medication--the economy is in bad shape. This will have to be cleared on a one to one basis. JJ would never deny medication for kidney infection.
14. Refer patients to Georgetown, we will take them on our boat.
15. Break heaven and earth to get medicine tomorrow. (21-5-78)
16. Iron deficiency is dangerous.
17. Recommend diets to the people, Doctor.
18. Don't you ever let the power go out here. It could be in the middle of a medical emergency.
19. Our medical care has paid off. (They don't steal from us anymore).
20. You should care about everyone as if they were your child.
21. All emergency cases should be told to all medical people.
22. Marb Walker is to be kept in "No capacity". She has threatened to kill everyone that kept her away from Steven. Keep her under control in the infirmary. (Stated on 10-4-78).
23. Jerry Rae is an alcoholic. He can't take one drink. His comrades are to watch him and help him.
24. What's been done about rodents?
25. Are we sanitary in the chickery? Anthony has had a form of hygiene for years.
26. All special medical equipment is to be held up until electrical problems are solved.
27. Never carry hot pots too full anymore. Danger of ~~it~~ spilling and burning children.

J-3-e-1a Over.

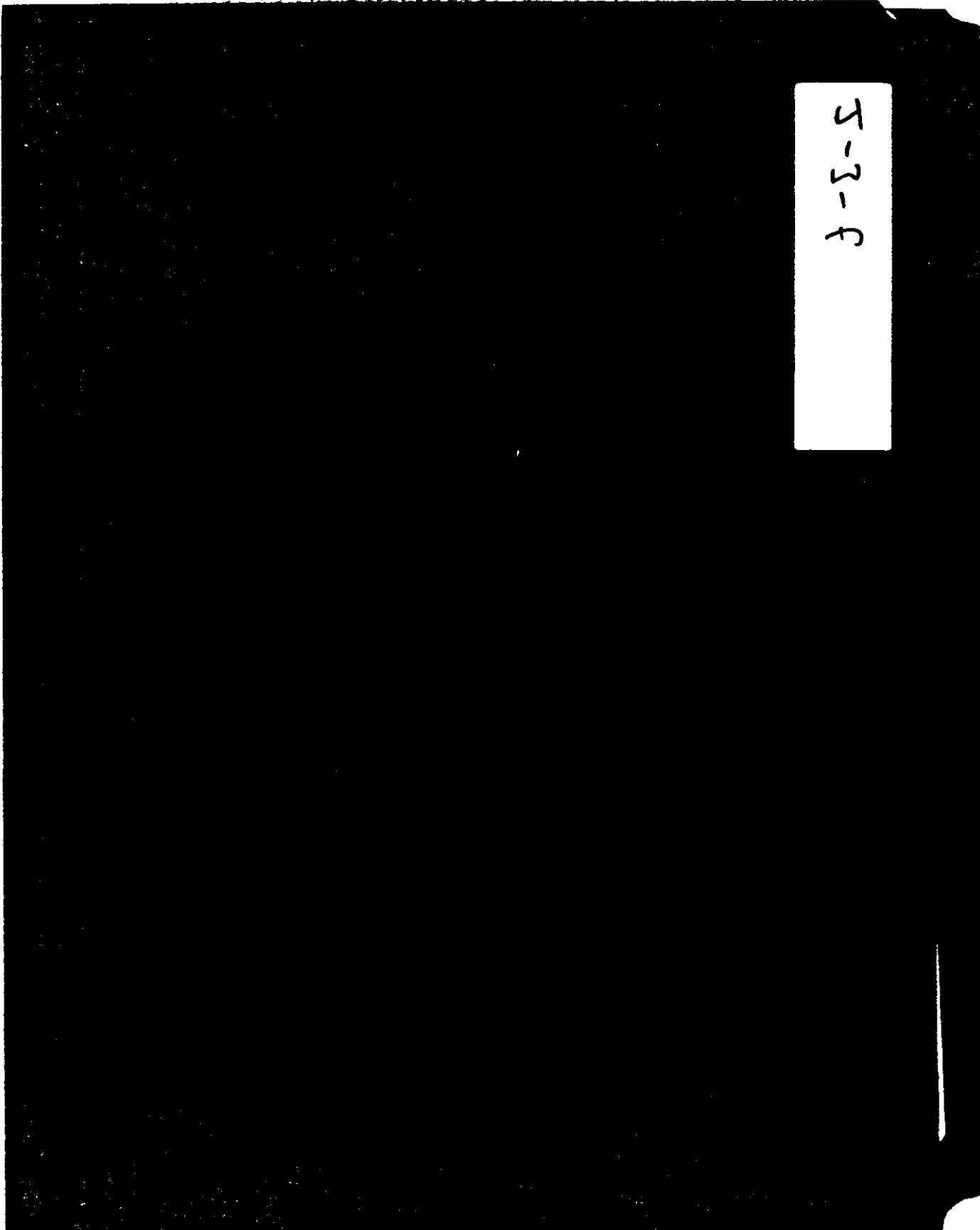
28. Have a senior check the bathrooms to see if they are clean when people leave. Lets increase the senior staff. Walk right in every few minutes and this will cut down the problem of diarrhea. One should pass out paper and the other should rove in and out of the bathroom. (To be handled in Steering).
29. Right now people with feet problems come first with socks.
30. JJ said he ran into a situation medically where we didn't have the essentials for life. He said he didn't want it to happen again.
31. We have to have a balanced meals.
32. You have to eat all your greens.
33. What about malaria salt? Is it over salted?
34. Malaria is all over. It's just across the road. What are people on salt free diets doing to get protection? Check this out, make sure they are getting medication.
35. Those mails: The blind people, they are a life line--a way for the blind to find their way--Teachers, teach the children what it's like to be blind.
36. Shanda is to reline Edith Parks teeth.
37. We must look into the Prime Minister of Canada. He has been supporting. He is going to try to get us assistance to build us a hospital. We must follow this up.
38. I thought I said that medical people could go and check on people. Let Lossie Lane go home.
39. To the community (Not people home sick): Stop taking food to the cottages. A rat will bite if you roll over on it. Also they are dangerous to the children.
40. Get Anitras food problem under control--get her counselling. (Several months ago).
41. Bob Rankin is to help drain water out of the rice pavillion.
42. People guarding showers and bathrooms are not to sit at doors but are to walk in and out constantly.
43. Report those who don't help (at bathrooms).
44. Get the essentials for life. Decide on a jobber--I want our people out of there.
45. Take off shoes at the bottom of the steps. This will cut down on infection.
46. Unless you are told otherwise, you will nurse your baby.
47. To Sue concerning stealing food from garbage cans: You will have to go into intensive care--we can't have this. (98 9-6-78).
48. Warning to Rose McKnight about faking being sick: Don't ever do it again!

J-3-e-1b

MEDICAL DEPARTMENT
INSTRUCTIONS FROM JJ

49. Snackers are not to get anything without approval of the snack committee, which will meet once a week.
50. People on milk are not to give it away, Drink milk and mild shakes in front of the servers. People will make themselves sick out of hostility.
51. Supervisors: If your child doesn't get their milk, you will go on Public Services.
52. Snackers, eat all your food.
53. All special diets should go through the doctor. High Protein diets can cause people with kidney problems trouble.
54. Get gates with firm latches so that children can't fall (for cribs in the nursery). Watch the cribs. Don't turn your backs. There will be serious consequences if a child gets hurt and for the person who allows it.
55. Put Kimo Jones on the medical records.
56. All seniors are to have ~~AI~~ walking sticks in the rain.
57. The following people will go into confinement in SCU if they don't change their attitudes: Jamal Baisey, Wayne McCall, Wobby Lawrence, Glenell, Mark Rhodes and Clarence Klingman.
58. A medical person is to check Wobby once a week.
59. Violation of Nursery rules will bring some warnings that lead to Public services.
60. People off work are to spend their time in the medical center.
61. Chris says there is a stand by generator.
62. No more accidents by neglect. I'm ordering it.
63. If Lisa comes back, you do not talk about Debbie, nor Lisa's condition. Be very loving.
64. Mother and Dad: If you think things are unjust in the medical department, come to me or Dad.
65. To Thelma Jackson: You can associate with Renee but be positive.
66. When people have a 99-Temp, you don't tell ~~MM~~ them to come back later. I don't want people treated like this.
67. Nurses In SCU--I want all flies killed. Use flyswatters and get them killed off.

5-3-2-1c



5-3-f

Evaluations Medical Dept. 30/9/79...

Administrators → Phyllis Bloom - not enough follow-up on Mary Black's situation.

Sandra Evans - Is getting on people when late about follow-up. People given 2 hours extra work when late.

Sylvia Sly - O.K.

Mike Simon - needs a lot of work on organization of the cleaning and maintenance of the Medical Dept. needs to confront people for lack of follow-up. His bad communication with Kennie Kice. Has good potential, does good follow-up on inventory count.

Doctor → Larry Schacht - Continues to be moody - very enthused about class. Excellent teacher. Hasn't checked Miguel De Pino in S.C.U. even after confrontation or not making rounds in S.C.U.

Sharon Jones - O.K.

Judy James - O.K.

Diane Louie - O.K.

Joyce Parks - O.K.

Supervising Nurses -

Luna Murrell -

Dale Parks - late this am. ^{good} doing job. And didn't check in his work overtime, good attitude.

Wanda King - O.K.

5-3-f-1a

Liz Ruggieri - needs to control the noise in nurses' office at nite. She's very organized.

Eyes → Corlis Boutte - OK.

Dental → Tommie Rochelle - OK.

Bond → Rennie Kice - having problems with Mike Simon. Will be dealt with in counseling.

Technical Advisor → Pauline Groot - she has had a good attitude. works steady. Gets upset when she has too many different people pulling on her.

X-ray → Al Ischetter - Good at work. he is angry that Gene Chaiken has so much space.

Lab → Sardi Jones - has been sick. Mariamta Langston - has been sick. Mary Black - highly frustrated with new job. had counseling session with Johnnie Jones, Harriet, Edith Bogue, & Phyllis B. Some problems got solved - seems more open.

GYN/OB → Leslie Wilson - good.

Treatment Nurses →

Julius Evans - cooperative worker.

Lynetta Jones - cooperative worker.

Bessie Propy - " " " " , needs more training.

Barbara Smith - has been sick

Marrin Jones - good worker, bad attitude

Diane Ceranova - good worker.

Jerome Simon - O.K.

Visiting Nurses - Helma Jackson - O.K. good ^{page 3} worker.

Pam Bradshaw - reliable worker.

Agnes Jones - excellent worker.

Senior Center →

Clevie Sneed - O.K.

Gladys Smith - O.K.

Florence Heath - O.K.

Isabelle Davis - O.K.

Doris Lewis - O.K.

24/9/78 Instructions from SCU

Cathy Peller: Hard worker, always a ^{good} ~~good~~ instructions, never needs to be told what to do, follows them, dependable. Concerned about pt welfare. Sub assistance when necessary.

Edith Park: Hard worker, always busy, never needs to be told what to do. Concerned about pt welfare. Friendly + helpful. Dependable.

Scott Heston: Night Nurse - I don't work @ Edie + feel it would be better if you got an evaluation from Night Supervisor. Concerned for pt's welfare, carry out orders of Dr + any directions given. Has knowledge and sub training for lack of knowledge. Accepts correction pleasantly and initiates treatment plan well. Usually on time, is interested + hard working. Occasionally absent, must be notified.

Cassi Langston - Probably ^{the} ~~the~~ ^{best} ~~best~~ ^{of} ~~of~~ Edie's. evaluated Cassi. Cassi is efficient + does some work well but if reminded she forgets something, will ~~sketch~~ ^{sketch} ~~forget~~ ^{forget} things. I just can't remember, I've felt people I shouldn't be on this work - this is reported by Edie - she works well. Edie has no % other than ^{that} ~~that~~ above I have never worked with her.

— Hand —

S-3-5-2

Evaluations - medical dept. 13/10/78

Administrators → Phyllis Bloom - not keeping good enough track of Pauline Groot.

Sandra Evans - good job scheduling.

Sylvia Sly - OK - not showing enough initiative scheduling Diane Louise for exams.

Mike Simon - shows initiative in getting things done. I don't think he makes as good use of the services of Diane Casanova as he could (housekeeping).

Practitioners → Diane Louise - not taking enough initiative in getting exams done.

Sharon Jones - OK. Judy D Jones - showing good initiative in taking over some of Joyce Parks function. Joyce Parks - in GT.

Larry Schacht - more cooperative than usual, think the patients conferencing are helpful.

Supervisor Nurse → Luna Murrell - better follow up with patient care since we have been conferencing about patients → Dale Parks, Wanda King, Liz Ruggieris.

Bond → Rennie Rice - independently took it upon herself to clean Larry's office, does excellent job.

Lab → Mary Black - getting lab more productive than ever has been. Better able to see the problems of supplies we have. Happy she has her own space with Lab. Becky Flowers, Sandi Jones, Marianita Langston - very cooperative with Mary Black.

X-Ray → Al Ischetter - has temper tantrums very territorial exploded in Barefoot Dr's class. Has no conceptions of the needs of the rest of the staff.

Senior Center → Gladys Smith - works without taking a break.

Isabelle Davis - needs to straighten up her disposition + a little more tolerance with seniors.

Florence Heath - Kind to patients but defensive when told about her work habits.

Henry Lee Honey - knows very little about nursing.

Maymandrine Darnes - gives much thought + attention to the seniors their good grooming helps them to feel better.

Clervie Sneed - O.K.

Special Care Unit → Joyce Lund - more cooperative + taking on more leadership in SCU.

Ester Dillard → Eddie Kutulas → Edith Parks

Carrie Langston → O.K.

Eyes → Corlis Bontte - O.K. Paulette Jackson she has had the table up and is good work + NO complaints.

5-3-8-2

5-3-8-26

Evaluations - Page 2

Treatment Nurses → Julius Evans - O.K.
Lynetta Jones - O.K. Marvin Janero - O.K.
Barbara Smith - O.K. Bessie Propy - works
very well. Thelma Jackson - O.K.
Pam Bradshaw - O.K. Jerome Simon - Cooperative
Leaves the office sometimes without getting
supervisor know where he's going.
Sleeps on his break and sometimes up late.
Diane Casanova - good worker, does treatment
& Housekeeping.

Dental → Fommie Rochelle - good worker,
rather possessive of space (in that we all
need a place to work, need to learn to
share).

J-B-F-3c

Evaluations - Medical Dept. 20/10/78

Treatment progress of Lynetta Jones - ^{part-time} ~~part-time~~ ^{class} ~~class~~, enthusiastic about Bandford ^{class} ~~class~~.

Barbara Smith - cooperative

Julina Evans - fast worker, cooperative, ^{enthusiastic} ~~enthusiastic~~ ^{about Bandford} ~~about Bandford~~ ^{class} ~~class~~.

Linda Sadler - little more dependable now

Mervin Jones - fast worker

Bessie Plogy - O.K.

Jerome Simon - O.K. but because of Karate & Russian (Special Class) not in much - Only treatment nurse on at night.

Supervisor Nurses → Wanda King -

Dale Parks -

Luna Maxwell -

Liz Ruggier - very slow moving, no initiative,

Administrators - Phyllis Bloomer -

Sandra Evans - late - disciplined for this.

Phyllis Sly - has changed shifts - working below administrative work + ^{supervisor} ~~supervisor~~ ^{nurse} ~~nurse~~ duties.

Mike Simon did to note countries of instruments & supplies with supervisor gone disciplined.

Secretaries → Penny Silvers - O.K.

Stanley Fields - completes assignments without delay.

Bue Jerram - on P.S.U.

Pharmacy → Barbara Farrell - reliable, takes initiative to get job done. Willing to work extra hours.

Rochelle Balkman - reliable, willing to work extra hours.

Nelson Johnson - O.K.

Dominie Rochelle - Does not take enough initiative in Pharmacy work. Does in Dental.

Don Fields -

Physical Therapy → Tommy Bogue - from his reports of patients seen, I (Mary Block) feels his time is not being fully utilized. Recommends that he spend some time in the Nurses' office doing Orthopedic treatments; such as Hot packs, hot soaks, etc.

Ronnie James - shows willingness to take on added responsibility.

Edith Bogue - O.K.

Lawra Paris - is working with Mary Block in Physical Therapy. She works hard, keeps the linens & tables clean. One time & faithful. She also goes to the cottage & sees people for me that I do not have time to see (Mary Block).

7-7-52

5-3-4-46

20/10/78

Evaluations - Medical Dept.

Lab → Mary Black evaluates
Sandi Jones - Very energetic gets a lot done
does all the hematacrits, some phasing.
Becky Flowers - willing to learn Lab
procedures. Good worker.
Maranita Langston - working out nicely
as a nite lab fill-in.
Pauline Groot - Excellent on making up
solutions. Seems interested in Lab work.
Estelle Railback - helps Mary Black in
Lab. Does all lab glassware.

Medical Records - Ruth Lowery - works O.K.
Steve Addison - O.K.

Senior Center → Cleve Sneed - O.K.
Gladys Smith - works overtime
hours.
Florence Heath - O.K.
Isabelle Davis - O.K.
Henry Lee Honey - Does not like
working nites in Senior Center. wants
to change to Day shift.

J-3-9-4c

7-3-9

Medical

Marceline Jones

5-3-9-1

TO *Marcie !*

FROM *Kathy*

REPRESENTING _____

DATE	TIME	PHONE
<i>6/10</i>		

- Telephoned
- Returned Call
- Information
- Comment
- Investigate
- Contact Me
- Please Call
- Will Call Again
- Note and Re-route
- Return
- File
- Was In
- Wants To See You
- Reply
- My Signature
- Copy Me

MESSAGE REMARKS

*please sign & return
to me as soon as
possible 5-3-9-2
Thanks*

Department of Health
 Licensing & Certification
 200 P Street, Room 200
 Sacramento, CA 95833
 (916) 337-6028

EMPLOYEE COMPLETE ALL THIS SECTION

Name: *[Illegible]* Address: *[Illegible]* Phone: *[Illegible]*

1. What was the last day you were able to work? *3-17-97*

2. Did you work any days after your last record of employment which resulted in the date shown in question 1? YES NO

3. Did you stop work because of illness or injury? YES NO

4. Was the disability caused by your work? YES NO

5. Are you currently or previously covered by a health plan? YES NO

6. Leave to pay for the job injuries or illnesses during the period covered by this claim? YES NO

7. IF YOU ARE STILL DISABLED AFTER YOU EXHAUST YOUR SICK LEAVE, WILL YOU BE ABLE TO RECEIVE YOUR ACCRUED VACATION PAY? YES NO

DEPARTMENT USE ONLY

Type of claim: *[Illegible]*
 From: *3-17-97*
 Through: *[Illegible]*
 Date: *[Illegible]*

I hereby certify that the information furnished on this form is true and correct. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).



Present ABC cont.

Severe back pain, shortness of breath, irregular heart beat, severe leg cramps with low back pain.

Spasm of the muscles of the lumbosacral spine; pain radiating into left lower extremity; mucous membranes pale and blanched. X-rays in both lung fields.

1. Prob. rheumatoid arthritis; 2. Dissecting aortic aneurysm; 3. Prob. hypochromic anemia complicating left lower extremity; 4. Prob. hypochromic anemia.

4. Operation

5. Post-operative

6. Prognosis

7. In your opinion, what is the most likely cause of the patient's symptoms?

8. How do you expect the patient to respond to treatment?

9. What is your differential diagnosis?

10. Do you have any other information to report?

11. (Check one)

Medical Doctor

California

Castroville, California

1951-52

STATE OF CALIFORNIA
ABSENCE AND ADDITIONAL TIME WORKED REPORT
 STD. 634 (Rev. 11/79)

INFORMATION

PAY PERIOD **May** YEAR **77**

1. Name (First) **Marceline** (Middle) **L.** (Last) **Jones** 2. Department and Unit No. **Health 806-232**

3. Social Security Account No. **306-24-2805** 4. Employer Code and Title **001 000**

5. ABSENCE WITH PAY (Calendar Days)

(A) SICK LEAVE (B) VACATION (C) SHORT-TERM MILITARY LEAVE (D) INFORMED NOTICE (E) JURY DUTY

FLEET MAINTENANCE INDUSTRIAL ILLNESS OR INJURY (F) OTHER

FAMILY ILLNESS HOLIDAY CREDIT (G) SCIF Form #2, Employer's Report of Industrial Injury, has been submitted

DEATH IN FAMILY EDUCATIONAL OTHER (Specify)

FEE TO BE REMITTED TO STATE

CHARGE ABSENCE TO: VAC CTO ABSENCE WITHOUT PAY

6. ABSENCE WITHOUT PAY (25 working days or less)

INFORMAL LEAVE GRANTED ABSENCE IN PERIOD (21 Day Pay Period) 11 CONSECUTIVE WORKING DAYS WITH OVERLAP FROM IMMEDIATE PRIOR PAY PERIOD

ABSENCE WITHOUT LEAVE PERIOD (30 Day Pay Period) CHECK HERE IF ABSENCE IS WHILE SERVING A PROBATIONARY PERIOD

7. EXTRA TIME WORKED

HOURS FOR OVERTIME PAY	HOURS FOR CTO	HOURS FOR HOLIDAY CREDIT	HOURS FOR EXCESS TIME
HOURS-STANDARD NIGHT SHIFT	HOURS-STANDARD EVENING SHIFT	HOURS-OVERTIME NIGHT SHIFT	HOURS-OVERTIME EVENING SHIFT

8. DATES OF ABSENCES AND EXTRA TIME WORKED

ENTER SYMBOL AND NUMBER OF HOURS IN DATE BLOCKS. S AND V MUST BE IN FULL HOURS. IF THE ABSENCE IS FOR A COMPENSABLE INJURY WAITING PERIOD, ADD X TO OTHER SYMBOLS.

SHIFT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DAYS	S	V	M	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
EVENINGS																															
NIGHTS																															

9. NATURE OF ILLNESS OR REASON FOR ABSENCE

MEDICAL DENTAL HOSPITALIZED NONE OTHER

10. IF ABSENT BECAUSE OF ILLNESS OF SELF OR FAMILY, WAS A PHYSICIAN IN ATTENDANCE? YES NO

10. CERTIFICATE BY EMPLOYEE TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE FACTS STATED ARE ACCURATE AND IN FULL COMPLIANCE WITH LEGAL REQUIREMENTS.

(Employee Signature) _____ (Date) _____

11. RECOMMENDATION AND SUBSTANTIATION OF SUPERVISOR

APPROVAL RECOMMENDED APPROVAL NOT RECOMMENDED

SUBSTANTIATION IS REQUIRED FOR AN ABSENCE OF MORE THAN TWO CONSECUTIVE WORK DAYS.

AS SUPERVISOR I SECURED THE FOLLOWING VERIFICATION:

HOSPITAL VISIT STATE COMP. FUND OCCUPATIONAL INJURY

HOME VISIT PHYSICIAN OTHER

OR ESTIMATED DATE OF RETURN _____

INTERMITTENT EMPLOYEE - THIS IS APPLIED TO WORK DURING HOURS EMPLOYED FOR THIS PERIOD.

12. STATEMENT BY PHYSICIAN

(Not to be completed by attending physician for industrial illness or injury.)

AS PHYSICIAN, I EXAMINED AND TREATED OR PRESCRIBED FOR THIS PATIENT ON THESE DATES _____

DATE OF RETURN TO WORK _____

IF STILL DISABLED DATE ESTIMATED _____

DATE OF RETURN TO WORK _____

THE ILLNESS OR INJURY DURING THE DISABILITY WAS _____

(Signature of Attending Physician) _____ (Date) _____

13. PERIOD OF DISABILITY COMPENSATION **2002-2-2**

14. EMPLOYER'S DISABILITY COMPENSATION SUPPLEMENT Sick Leave Vacation CTO Military Credit

15. OFFICIAL DEPARTMENTAL ACTION AND RECORD APPROVED DISAPPROVED

Attendance record posted _____ Employee roster posted _____

5-8-5-92

INFORMATION

1. NUMBER OF COPIES—Follow instructions issued by your department. Employees who wish to keep a copy should prepare a duplicate and have it signed by the supervisor.

2. AMOUNTS OF TIME—Sick leave and vacation may be used only in amounts of one through eight hours with no fractions of hours. Several hours of absences, such as for doctor's appointments, during the same month may be itemized on one Form 634 at the end of the month. If more than two hours' needed for a doctor's appointment, the reason is stated in the report.

Enter the letter symbol and the number of hours under the number(s) corresponding to the date being reported. More than one kind of absence may be reported on one Form 634, if authorized by the State agency for which employed.

3. REASONS—The need for the absence must be explained for all absences other than annual vacation. Reasons for using vacation credit in amounts of less than five days may be required by the supervisor.

4. EMPLOYEE'S RESPONSIBILITIES—The employee has a responsibility not to be absent from work unnecessarily. When the need for an absence can be anticipated, he is expected to present this written request for advance authorization. When an unanticipated emergency causes the absence, the employee is responsible for having his supervisor notified promptly and for keeping his supervisor informed as to the probable date of his return. Upon return from an unanticipated absence, the employee is required to present this written report to account for the absence. If absence is due to work-related injury or illness the employee should inform his supervisor if he does not wish to use his accumulated sick leave, or vacation, or CTD or holiday credit.

5. SUPERVISOR'S RESPONSIBILITIES—Each supervisor is responsible for seeing that he and his employees comply with the regulations governing absences from work. He is expected to recommend against approval of sick leave absences for which satisfactory evidence as to need is not presented. He should not authorize any unnecessary absence that will interfere with departmental work. For occupational illness or injury caused by and happening during State work, Supervisor's Injury Prevention Report, Form 630, must be submitted. Based upon the Form 630, the department must prepare SCIF Form 57, Employee's Report of Industrial Injury, for disability beyond the day of injury or when a doctor not on the State payroll treats the injury. For doctor's prognosis of return to work from industrial illness or injury, communicate with State Compensation Insurance Fund claims adjuster.

Before recommending approval for sick leave by an INTERMITTENT EMPLOYEE, supervisor shall certify that the employee was scheduled to work during the hours reported for sick leave.

6. SICK LEAVE—Sick leave is provided for persons who are absent because of illness or injury when he is physically incapacitated from work. After completing six qualifying pay periods (see Rule 6.2) of continuous service, an employee receives six days sick leave credit and thereafter is granted one day of credit for each additional qualifying pay period of service. There is no minimum on the amount of sick leave credit an employee can accumulate. A person is seldom physically incapacitated from work so often that he has to use all of his sick leave credit. A State employee usually can build a fund of sick leave credits sufficient to assure that his full salary will be continued even when he has a prolonged illness. Payment of salary as a charge against sick leave credits is authorized only when satisfactory proof of the necessity for the absence is provided by the employee. A necessary absence to care for a member of the family who is seriously ill may be taken as sick leave. Not more than five days a year is granted for family care. Absence to care for members of the family who are not seriously ill cannot be charged against sick leave. Up to five days of sick leave may be granted for a necessary absence due to death in family.

7. VACATION—After completing six qualifying pay periods of continuous service an employee receives five days of vacation credit and thereafter is granted credit for each additional qualifying pay period of service on the following basis:

- 7 months through 24 months (3 yrs) - 5 1/2 days per month (15 1/2 hrs)
- 25 months through 120 months (10 yrs) - 7 1/2 days per month (20 hrs)
- 121 months through 180 months (15 yrs) - 10 1/2 days per month (27 1/2 hrs)
- 181 months through 240 months (20 yrs) - 13 1/2 days per month (35 1/2 hrs)
- 241 months and over - 16 1/2 days per month (43 1/2 hrs)

An absence can be charged against vacation credits only when approved by the appointing power. The appointing power is intended to provide a substantial period for rest and relaxation each year. The time at which vacation shall be taken may be specified to suit the convenience of the department. Vacation cannot be taken as an absolute right unless the appointing power does not provide a vacation for the employee for two successive years. The maximum accumulation permitted on January 1 of any year (which includes vacation credits earned during December) is 30 working days (240 hrs) for 10 or less years of service or 40 working days (320 hrs) for more than 10 years of service.

8. PAID EDUCATIONAL LEAVE—Following completion of 12 qualifying pay periods of continuous service, a full-time employee in State civil service employed in a position requiring teaching certification qualifications shall be allowed 15 days credit for educational leave with pay. Thereafter, on the first of the pay period following each additional qualifying pay period of service he shall be allowed 15 days credit for educational leave with pay. The employee may earn or use educational leave credits only while in a position requiring teacher certification qualifications. The granting of paid educational leave is at the discretion of the appointing power.

9. MILITARY DUTY—Payment of salary up to a maximum of 30 calendar days in a fiscal year is continued during absence for ordered military duty if the employee has qualifying service. A copy of the order must be attached to the request. A Military Leave of Absence Form 634 is provided for the period the employee is off the payroll because of a break in service. *Qualifying service is 12 qualifying pay periods of continuous State service immediately prior to the active duty date or 6 combination of such State service and prior full-time recognized military service equaling one year.

10. COURT APPEARANCES

JURY DUTY—The full salary of an employee who is absent on the jury duty is paid only if the employee resides in the State by the amount he is paid for doing the jury duty. In the event the employee elects to receive pay for jury duty each time off is not compensable but vacation and overtime balance may be reduced for the corresponding period of jury duty, providing sufficient vacation and overtime balance is available.

SUBPOENAED WITNESS—The full salary of an employee who is absent because he is subpoenaed as a witness in a court case in which he is neither a party nor an expert witness is paid provided he remains in the State. If the fee is retained, a charge is made against accumulated balance of leave if it is utilized.

11. ABSENCE WITHOUT PAY—Approved unpaid leave of absence without pay may be granted for a period not to exceed 11 working days in a 22-day pay period, 18 working days in a 27-day pay period or 15 consecutive working days between pay periods. An absence in excess of this time is considered a break in service.

Absence without approval for five consecutive working days is an automatic resignation. If an absence other than sick leave is not requested and approved in advance, it is recorded as absence without leave (AWOL) and disciplinary action may be taken.

12. OTHER ABSENCES—State agencies are permitted, but not required, to use this form in authorizing absence for State of California civil service examinations, training conferences, etc. Participation of time to take a State civil service examination need not be granted if the request is not presented two days or more before the examination.

13. EXTRA TIME WORKED—Agencies may use this form to record extra time worked for CTD, overtime pay, holiday credit, excess time paid for shift differential pay.

FOR MORE DETAILED INFORMATION, CONSULT YOUR DEPARTMENTAL PERSONNEL OFFICE

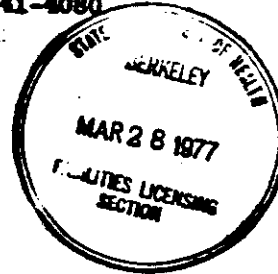
5-3-9-464

CARLTON B. GOODLETT, F.D., M.D.

1360 TUNE STREET
SAN FRANCISCO, CALIF. 94115

(415) 688-7880 941-4080

March 25, 1977



Ms. Mary Snyder
Department of Health
2151 Berkeley Way
Berkeley, CA 94704

Re: Ms. Marceline Jones
1660 Page Street
San Francisco, Calif.

Dear Ms. Snyder:

This is to certify that Ms. Marceline Jones is being treated by me for obstructive lung disease, tachycardia and extreme fatigue. I have recommended to Ms. Jones that she stay off work for a period of thirty to sixty days.

Sincerely,


CARLTON B. GOODLETT, M. D.

CBG:eo

815-688-7880-18

5-3-9-5