

AD HOC STUDY

409 - 68

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COMMUNITY SYSTEMS FOUNDATION
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TO: Mr. Sydney C. Peimer, Administrator
Sinai Hospital of Detroit
March 1, 1968

CC: Mrs. Norma Silver
Mrs. Janet Baughman
Mr. Benno Levi

FROM: Mr. Richard Friedland

SUBJECT: Ad Hoc Study - Medical Records (MG-SN-18b)

At Mrs. Silver's request, a review was made of the proposal submitted by Mrs. Baughman, Medical Records Librarian, to add a full-time person of Grade Clerk II to her staff. It is felt that this addition is warranted at this time for the following reasons:

1. The allowances for sick and vacation time in the departmental study (February 1967) appear to have been inadequate. Absenteeism over the past few months created a backlog of work and several persons will be taking longer vacations this year.
2. There has been an increase of just under 10% in the volume of reports to be filed in the charts. This was brought about primarily by the adding of Discharge Summaries to the transcription workload.
3. The department has not previously assumed the responsibility for ordering the pages in Clinic charts. Mrs. Baughman would prefer that this was done by her personnel rather than by Nursing.
4. Due to space limitations, it has not proven feasible to properly maintain a control file of in-process chart location. Much time is wasted with several persons attempting to use the card file at the same time and

consequently the file is not kept up to date. This creates further wasted time in searching for the charts. The new clerk would be given the responsibility for maintaining the file.

5. There is currently no control in maintaining the in-patient file. This, too, should be the responsibility of one person.

If the recommendation to add this person is implemented, CSF would aid the Medical Record Librarian in establishing a proper job description for the position.