DEPARTMENT OF THE INTERIOR

REGULATIONS OF THE FREEDMEN'S HOSPITAL

WASHINGTON, D. C., AUGUST 16, 1926
DEPARTMENT OF THE INTERIOR
FREEDMEN'S HOSPITAL

REGULATIONS OF THE
FREEDMEN'S HOSPITAL

SIXTH AND BRYANT STS., NW.
WASHINGTON, D. C.

ISSUED BY THE
DEPARTMENT OF THE INTERIOR
AUGUST 16, 1926

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LETTER OF TRANSMITTAL

UNITED STATES DEPARTMENT OF THE INTERIOR,
FREEDMEN'S HOSPITAL,
SIXTH AND BRYANT STREETS NW.,

The honorable the SECRETARY OF THE INTERIOR.

Sir: I have the honor to transmit herewith, for your consideration and approval a revision of the Rules and Regulations of the Freedmen's Hospital.

Very respectfully,

W. A. WARFIELD,
Surgeon in Chief.

Respectfully recommended for approval:

EDWARD A. BALLOCH,
H. R. BURWELL,
Wm. A. JACK,
J. E. H. TAYLOR,
E. D. WILLISTON,

Advisory Visiting Staff.

DEPARTMENT OF THE INTERIOR,
June 12, 1926.

Approved:

E. C. FINNEY,
First Assistant Secretary.
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RULES AND REGULATIONS OF THE FREEDMEN'S HOSPITAL

I. OFFICERS AND EMPLOYEES

1. The officers and employees of the hospital shall consist of—

- Surgeon in chief.
- Resident assistant surgeon.
- Resident physician.
- Resident anæsthetist.
- Assistant anæsthetist.
- Roentgenologist.
- Pathologist.
- Two assistant laboratorians.
- Pharmacist.
- Resident assistant pharmacist.
- Superintendent of nurses.
- Assistant superintendent of nurses.
- Educational assistant.
- Night supervisor of nurses.
- Ten head nurses.
- Seventy pupil nurses.
- Chief clerk.
- Seven assistant clerks.
- Two telephone operators.
- Storekeeper.
- Assistant storekeeper.
- Dietitian.
- Assistant dietitian.
- Four cooks.
- Housekeeper.
- Seamstress.
- Seven maids.
- Four waiters.
- Twelve orderlies.
- Four laborers.
- Three kitchen helpers.
- Three laundrymen.
- Seven laundresses.
- Chief engineer and electrician.
- Three assistant engineers.
- Three firemen.
- Four stokers.
- Plumber.
- Carpenter.
- Two drivers.

2. Of the above the Secretary of the Interior shall appoint the following: The surgeon in chief; resident assistant surgeon; resident physician; anæsthetist; assistant anæsthetist; roentgenologist; pathologist; superintendent of nurses; assistant superintendent of nurses; educational assistant; chief clerk; chief engineer and electrician; three assistant engineers; dietitian; assistant dietitian; pharmacist; and assistant pharmacist.

3. There shall be an advisory visiting staff, consisting of seven citizens of the District of Columbia, appointed by the Secretary of the Interior, whose position shall be honorary and without compensation, except that said appointees shall be members of the visiting staff of the hospital, at least two of whom shall be members of the medical faculty of the Howard University, and the Secretary of the Interior and the surgeon in chief in their administration of the hospital shall recognize this visiting staff as their principal advisory body.
II. SURGEON IN CHIEF

1. The surgeon in chief shall, under the direction of the Secretary of the Interior, have control of all departments of the hospital, buildings, grounds, and appurtenances, and shall make all appointments to positions in the hospital, including internes, student dietitians, and externes, both male and female, exclusive of those positions mentioned in paragraph 1 under the head of Officers and Employees. The duties of all officers and employees shall be performed under his supervision and direction.

2. He shall cause the patients to be admitted into and discharged from the hospital, subject to the rules herein provided, and shall make at least three complete rounds of the hospital a week.

3. He shall receive all money from pay patients accommodated at the hospital under authority of the act of June 26, 1912 (37 Stat., 172), and account for the same in accordance with the regulations relative thereto promulgated September 13, 1912, as amended by department letter of April 22, 1925, and the decision of the Comptroller General dated April 13, 1925, and give satisfactory bond for the care of such moneys in such sum as may be fixed by the Secretary of the Interior.

4. He shall, as required by the provisions of the act of July 1, 1916 (39 Stat., 311), cause all unclaimed money left at the hospital by deceased patients after the period of three years to be deposited with the chief disbursing clerk of the Department of the Interior at the end of each fiscal year, to be thereafter deposited in the Treasury to the credit of miscellaneous receipts.

5. Leave of absence.—The surgeon in chief is authorized to grant employees at the hospital annual, sick, and military leave with pay permitted by law, also leave without pay, in accordance with leave of absence regulations of the department approved February 1, 1910, or amendments thereto.

Annual leave.—To be granted subject to the needs of the service. During the first year of employment leaves only will be granted which have accumulated at the rate of two and one-half days per month.

The maximum allowance in any one year to the following is as stated below:

Medical staff and administration employees, 30 days, excluding Sundays and holidays.

Pupil nurses, maids, orderlies, waiters, and laundry force, 15 days, excluding Sundays and holidays.

Sick leave.—The granting of sick leave is within the discretion of the surgeon in chief. Sick leave will not be granted within the first year of employment except in unusually meritorious cases, particu-
larily in instances where illness is directly traceable to line of duty or where the employee has been exposed to a contagious disease necessitating absence from duty by reason thereof. Thereafter the granting of sick leave is subject to department regulations of February 1, 1910, or amendments thereto.

*Employees severing their connection with the hospital.*—No leaves of absence will be granted to employees severing their connection with the hospital to be effective after the last day of service rendered, other than in exceptionally meritorious cases or for the benefit of the service.

The maximum allowance by law of leave of absence with pay is limited to 30 days annual leave and 30 days sick leave in any one year.

**III. RESIDENT ASSISTANT SURGEON**

1. He shall supervise the record kept by the clerk of the names of all patients, with their ages, sex, race, nativity, residence, employment, social status, cause of death, date of admission, discharge, elopement, or death, and result of treatment, and, in case of death, the disposition of remains.

2. He shall cause the wards of the hospital to be specially disinfected and the mattresses renovated from time to time as occasion may require.

3. He shall, in the absence of the surgeon in chief, perform the duties of that officer.

**IV. RESIDENT PHYSICIAN**

1. He shall supervise the records kept in the out-patient department.

2. He shall duly visit and inspect the wards, kitchen, laundry, engine room, and all departments of the hospital, and report in writing conditions and needs to the surgeon in chief.

3. He shall have charge of the reporting of deaths, births, and contagious diseases.

**IVa. OTHER DUTIES OF RESIDENT ASSISTANT SURGEON AND RESIDENT PHYSICIAN**

1. The resident assistant surgeon and the resident physician shall see that the directions of the visiting staff are carried out.

2. They shall visit each patient in their respective wards at least every morning and evening.

3. They shall be responsible for the completeness and proper writing of all histories of patients, under the supervision of the visiting staff.

4. In any medical or surgical emergency they shall immediately notify the proper member of the visiting staff and the surgeon in chief.
5. They shall report promptly to the surgeon in chief the serious illness or death of any patient or any fact of importance.

6. They shall have charge of the patients under their respective members of the visiting staff and shall see that all prescriptions and directions for their administration are properly recorded.

7. They shall perform such other duties connected with the hospital as the surgeon in chief may direct.

V. INTERNES—EXTERNES—STUDENT DIETITIANS

1. The interns entering upon duty in the hospital will be assigned to their service and wards by an order from the surgeon in chief. Their terms of service in each department shall be regulated so that each interne will obtain, in numerical order, the same quota of work. They must perform their work efficiently and with due courtesy to all concerned. They can not act indifferently.

Upon the recommendation of the Federal Board for Vocational Education, or its authorized representative, graduate physicians may be received for duty in the hospital as externes to enable them to secure training in any particular branch or branches of hospital work; upon the condition, however, that such duty at the hospital shall be without expense to the institution, and that the externe shall cheerfully conform to all the regulations for the government of the hospital.

Upon the recommendation of the dietitian, and approval of the surgeon in chief, qualified women may be received in the hospital as student dietitians to enable them to secure at least three months' training in the dietary department of the hospital; upon the condition, however, that they shall serve without salary and cheerfully conform to all the regulations for the government of the hospital.

2. Internes shall visit their respective wards at least three times daily, the last visit to be made not later than 10 o'clock p. m., and as much oftener as necessary; if called after 10 p. m., they shall notify the night supervisor and shall be prepared to report the condition of the patients to the surgeon in chief or the visiting members of the staff.

3. The internes shall accompany the visiting members of the staff in visits to their respective wards, rendering what assistance is necessary, and carry out their orders. They shall prescribe for or treat patients only under the direction of the surgeon in chief, his assistants, or the visiting staff, save that they are expected to prescribe in emergencies. They shall see that all medicines are taken promptly and administered with the greatest care.

4. They shall report to the attending physician or surgeon at each visit to the patient all medicines ordered in the ward in their absence
and see that such medicines are recorded on the prescription chart provided for the same.

5. The internes, when writing a prescription ordering drugs or liquors, shall, in accordance with the general rules of the hospital, on each prescription state clearly, in writing, the date, name of patient, number of ward, and full directions in English.

6. No interne shall be absent during the hours the visiting physicians and surgeons make their regular rounds. No interne shall absent himself for more than one hour without permission from the surgeon in chief or one of his assistants. Not more than six internes shall be absent at the same time before 5 o’clock p. m., and not more than twelve after that hour. All absences, for whatever time, shall be noted by the interne himself, before leaving, upon a book prepared for that purpose, showing the time of departure, the name of his alternate, and on his return he shall likewise note the hour thereon.

7. They shall furnish the surgeon in chief a correct inventory of all instruments in their respective wards, in a transfer from one service to another, countersigned by their successor and approved by their respective resident.

8. Internes are prohibited from inviting physicians and surgeons of one service into another without the knowledge of the physician or surgeon in charge of the service.

9. They shall hold a post-mortem only by premission of the surgeon in chief, and under the supervision of the pathologist, after consent from relatives or friends of the deceased.

10. No interne shall have friends remain during the night or take meals in the hospital, nor visit their private quarters without consent of the surgeon in chief or one of his assistants.

11. Internes may treat minor cases of surgery of outside patients applying for treatment who are not fit cases for admission. Such cases treated must be done under the direction of a member of the visiting staff, the assistant surgeon, or the surgeon in chief, and there must be recorded in a book provided for that purpose the time, name, age, sex, nativity, occupation, residence, nature of case, and treatment.

12. Internes serving in the obstetrical department shall not use instruments in any case without the consent of the surgeon in chief or the visiting obstetrician. They shall allow no medical student to visit the ward without the consent of the surgeon in chief or his assistants, or the visiting obstetrician.

13. They shall make complete histories, including progress records, of all cases under the direction of their respective residents. This record is to be kept by means of a chart provided for that purpose, which shall be retained for reference.
14. They shall see that proper care and attention is given to every patient, and shall report to the surgeon in chief or his assistants any neglect on the part of the nurses or attendants. Should the necessity arise for an extra nurse in care of patients, the interne shall notify the superintendent of nurses or her assistant.

15. Any patient who is insolent or refuses treatment must be reported to the surgeon in chief for investigation and action. No interne shall discipline or attempt to discipline any patient. Any complaints or grievances which the patients may have must be entered on a book provided for that purpose and sent to the surgeon in chief for adjudication.

16. The internes must take their meals within the prescribed hours, except in cases of emergency.

17. They shall not engage in any business other than that of the hospital, nor shall they be permitted to practice their profession outside of the hospital. They shall not demand nor accept a fee for any service rendered in connection with their duties while in the hospital. They shall receive no compensation for signing pension papers, certificates of illness of patients, or any legal documents. They shall not be allowed to witness signatures to wills.

18. They shall not report for medical journals, nor shall they communicate any information respecting the hospital or their patients to newspapers or reporters without the consent of the surgeon in chief.

19. They shall not take students through the wards except when accompanied by or at the request of visiting physician or surgeon, or by special permission from the surgeon in chief or his assistants.

20. They shall see that all orders for operations, except emergencies, are approved by the surgeon in chief in due time for the necessary preparation of the operating room.

21. All relations between the internes and nurses must be strictly professional. No social intercourse of any kind will be permitted. Internes shall not make social visits to any ward, nor will they be permitted to take lunch in the diet kitchen.

22. They shall register, under the direction of the visiting physician or surgeon, or residents, on prescription chart, all medicines, remedies, and diets that may be ordered for patients, and in no case shall verbal orders be given.

23. They shall visit each new admission to their wards immediately upon being notified, and shall indicate on the chart the time of their arrival in the ward. They shall immediately record the history of the case and a working or tentative diagnosis likewise.

24. In all cases of assault with intent to kill, in all cases of criminal abortion, and in all cases where the injury to the patient may become cognizable in the criminal courts, where dangerous symptoms super-
vene, the interne shall immediately notify the surgeon in chief or his assistants when the issue in any case in their wards is likely to prove fatal.

25. No operation, except as may be designated by the visiting surgeon and approved by the surgeon in chief, shall be performed by the internes, except by permission of the surgeon in chief. They shall not employ any obstetrical instrument with a view to delivery, unless under the supervision of the visiting obstetrician or surgeon in charge of the hospital, after communicating with the visiting obstetrician, or make a vaginal examination except a nurse be present.

26. The government and discipline of the hospital, nurses, employees, and patients are in no degree intrusted to the internes. They must treat the nurses of the various wards with due courtesy and respect.

27. They shall furnish information to accompany all specimens sent to the laboratory as shall be required by the pathologist under the general supervision of the surgeon in chief.

28. Internes are prohibited from purchasing or recommending the purchase of abdominal belts and special medicines without first obtaining the approval of the surgeon in chief or one of his assistants.

29. The internes assigned to the laboratory shall compile the monthly census of the scientific work of the hospital.

VI. PATHOLOGIST

1. The pathologist shall have entire charge of the autopsy room and laboratory, subject to the general authority of the surgeon in chief. He shall be responsible for the making of autopsies and the investigation of material derived therefrom. He shall make a careful examination of all specimens sent to the laboratory and report thereon. He shall be responsible for all instruments and apparatus in the laboratory and autopsy room and shall see that everything is kept in a state of cleanliness.

2. He will be expected to be on duty from 9 o'clock a. m. to 4:30 o'clock p. m., and at such other times as the service may require. He shall perform his duties in an expeditious manner.

VII. ROENTGENOLOGIST

1. The roentgenologist shall have entire charge of the X-ray department, subject to the general authority of the surgeon in chief.

2. He shall make and interpret all radiographs without undue delay.

3. He shall supervise all X-ray treatments, diathermy, and quartz-lamp therapy, and the filing of records in the X-ray department.
4. He shall perform such other duties connected with his position as the surgeon in chief may direct.

5. He will be expected to be on duty from 9 o'clock a.m. to 4.30 o'clock p.m., and at such other times as the service may require.

VIII. ASSISTANT LABORATORIANS

1. The laboratorians shall assist the roentgenologist and pathologist in the performance of their duties.
2. They shall prepare developing solutions, reagents, and tissue sections, and perform such other duties connected with their positions as required.

IX. ANÆSTHETIST

1. The anæsthetist shall administer the anaesthetics and shall instruct the internes in the manner of giving the same.
2. When an assistant is needed the surgeon in chief or the assistant surgeon shall designate the interne, who shall render what assistance the anæsthetist shall require.
3. The anæsthetist shall be guided by the wishes of the operator as to the kind of anaesthetic administered, and cooperative with him in every respect throughout the administration of the anaesthetic.
4. He shall keep a record of all operations in a book provided for that purpose.
5. He shall perform such other duties connected with the hospital as the surgeon in chief may direct.

X. ASSISTANT ANÆSTHETIST

1. The assistant anaesthetic shall assist the anaesthetist in the administration of anaesthetics.
2. He shall perform such other duties connected with his position as the surgeon in chief may direct.

XI. PHARMACIST

1. The pharmacist must be not less than 21 years of age and a graduate of a college of pharmacy.
2. He shall not be absent without the permission of the surgeon in chief, and shall not engage in any other business, but devote his whole time to the duties of his office.
3. He shall have the immediate care and custody of all drugs, medicines, and other articles belonging to the pharmacy and be responsible therefor.
4. He shall put up medicines intended for each ward separately, and shall annex to them labels containing the names of the patients for whom they are respectively prescribed, the prescription number
and date of compounding, with written or printed directions for the use of the same, and shall deliver them within two hours to the nurses of each ward.

5. He shall deliver no medicine or other articles unless the same be duly entered upon the prescription or orders in writing, which shall be properly signed by the physician ordering the same.

6. He shall keep the pharmacy and everything belonging to it clean and in perfect order, and the same shall remain open from 8 o'clock a.m. to 5 o'clock p.m., in his charge. He shall observe economy in everything relating to his department, be particularly careful in the preparation and delivery of medicines, and permit no noise, confusion, or disorder in and about the dispensary.

7. All prescriptions for out-patients must be kept on a separate file from those for patients in the hospital. No prescription for medicine shall be filled or compounded by anyone but the pharmacist or competent assistants under his direction.

8. All prescriptions must be correctly dated, numbered, and filed for future reference. No prescription shall be filled a second time except when written by the physician as a new prescription. All medicines must be ordered on a prescription written by a physician connected with the hospital.

9. Alcoholic liquors must not be dispensed except upon the physician's written prescription or order properly signed. All such prescriptions or orders, properly dated, must disclose the name of the patient for whom intended and his properly designated ward. All prescriptions or written orders for alcoholic liquors must be kept on a separate file and correctly copied in a book specially kept for that purpose.

10. All prescriptions must be promptly filled in the order received; no prescription to be compounded out of the regular turn except when so ordered by the surgeon in chief.

11. No prescription shall be compounded unless the same be clearly and legibly written, the name of the patient for whom intended written at the top thereof, the directions for its use at the bottom, and signed by the physician prescribing; the directions for the use of all medicines to be written in English.

12. The pharmacist shall see that all prescriptions compounded between the hours of 5 o'clock p.m. and 8:30 o'clock a.m. are promptly delivered to the proper wards by the orderly.

13. All poisonous medicines, narcotic drugs, and alcohol must be kept in a safe provided for that purpose in the drug room, separate and apart from other medicines, and all such medicines must be labeled "Poison."

14. The pharmacist shall make a written report to the surgeon in chief on the first of every month of the consumption of wines, liquors,
and alcohol for the preceding month and of the consumption thereof
for the corresponding month of the preceding year. This report
should also disclose the increased consumption of any ingredient or
medicine and the number of prescriptions compounded.

15. He shall on the first of every month make a personal inspection
of all medicines known as night supplies kept in each ward; all
remedies which have deteriorated to be removed and replaced.

16. He shall perform such other duties as the surgeon in chief
may require.

XII. ASSISTANT PHARMACIST

1. The assistant pharmacist shall assist the pharmacist in com­
ounding prescriptions, in keeping the drug room clean, and shall
follow his directions.

2. He shall room at the hospital and shall never be absent at the
same time the pharmacist is.

3. He shall perform such other duties as the surgeon in chief may
direct.

XIII. SUPERINTENDENT OF NURSES

1. The superintendent of nurses, under the direction of the surgeon
in chief, shall have general supervision over the nurses at all times,
and shall see that all the rules of the hospital are observed by them.

2. She shall constantly supervise all nursing work, and shall
observe carefully the manner in which the nurses care for the sick
and instruct the nurses in their work.

3. She shall see that proper economy is exercised in the use of
material for surgical operations and dressings.

4. She is charged with the responsibility of the nurses’ home and
the instruction of the nurses in the training school, and is authorized,
with the approval of the surgeon in chief, to prescribe courses of
study, to select and accept probationers, and to keep their accounts.

5. She shall perform such other duties connected with her position
as the surgeon in chief may direct.

XIV. ASSISTANT SUPERINTENDENT OF NURSES

1. The assistant superintendent of nurses shall assist the super­
intendent of nurses in the performance of her duties.

2. In the absence of the superintendent of nurses she shall per­
form the duties of that officer.

3. She shall perform such other duties connected with her position
as the surgeon in chief may direct.

XV. EDUCATIONAL ASSISTANT

1. She shall, under the general direction of the superintendent of
nurses, instruct the pupil nurses in the preliminary course in the
theory and practice of nursing.
2. She shall follow up the pupil nurses on the wards and see that they observe the proper technique in the performance of their duties.
3. She shall perform such other duties connected with her position as the surgeon in chief may direct.

XVI. NIGHT SUPERVISOR OF NURSES
1. The night supervisor of nurses shall, under the direction of the superintendent of nurses, have general charge of all nursing in the hospital between the hours of 7:30 p.m. and 7:30 a.m.
2. She must make complete rounds every two hours, and oftener in wards where there are very sick patients.
3. She shall see that all nurses and orderlies on night duty are prompt, faithful, and watchful in the discharge of their duties; shall attend to the warmth and ventilation of the wards and to proper use of lights, and be watchful against accident from fire.
4. If any nurse in a ward shall report a case requiring attention of a doctor, the night supervisor shall investigate and shall use her own discretion as to calling a member of the house staff.

XVII. HEAD NURSES
1. The head nurses shall, under the direction of the superintendent of nurses, have charge of the care of instruments, preparation of supplies for the operating room, and the instruction of pupil nurses in operating-room technique.
2. Head nurses on the wards shall have charge of the pupil nurses assigned to their wards and shall see that the proper technique is observed in the performance of their work.
3. They shall instruct the pupil nurses in following their cases and in the making of case records.
4. They shall prepare the efficiency record of each pupil nurse and forward the same to the office of the superintendent of nurses.
5. They shall have charge of the orderlies and nurses in the operating room.
6. They shall perform such other duties as the superintendent of nurses may direct.

XVIII. PUPIL NURSES
1. The hour for rising is 6 o'clock a.m.
2. Before leaving the home for the hospital each nurse must make up her bed, dust and arrange her room, leaving it in order to be inspected by visitors at any time during the day.
3. The hour for closing the home is 10 o'clock p.m., and all nurses must be within doors at that hour unless they have special permission from the superintendent of nurses to be absent.
4. The lights must be put out in the parlor and the nurses retire to their rooms. The lights must be put out in their rooms at 10.30 o'clock p. m. The lights must always be put out when nurses leave their rooms.

5. Night nurses must be in their rooms at 10 o'clock a. m. and remain there until 5.30 o'clock p. m., and they will not be permitted to go out during the day without permission from the superintendent of nurses.

6. Their meal hours are: First breakfast, 6.30 a. m.; second breakfast, 7.15 a. m.; first dinner, 12 noon; second dinner, 1 p. m.; first supper, 5 p. m.; second supper, 6 p. m. Nurses must not linger in the dining room after meals. No food will be provided for nurses out of the appointed time, except when ordered by the dietitian at the request of the superintendent of nurses.

7. They shall not go on duty without their meals, and are not permitted to go into the kitchen or give orders to the cooks. All such matters are referred to the dietitian through the superintendent of nurses.

8. Nurses on night duty are provided with midnight lunch, including hot coffee and tea. They are forbidden to leave their wards at any time without permission from the night supervisor, who must report the same to the superintendent of nurses. Nurses are not permitted to supply interns with any food. Day nurses will not be allowed to take lunch with a night nurse. No visitors are to be invited to meals or to remain overnight at the hospital.

9. Male visitors under no circumstances will be allowed admission to the rooms set apart as private quarters of the female nurses.

10. Nurses will not be allowed to wear their uniforms on the streets without permission from the superintendent of nurses.

11. At the laundry each nurse will be allowed 21 pieces, each piece to be distinctly marked with her name in full, and one dress per week, except when an accident has occurred they may, with the permission of the superintendent of nurses, put in an extra dress. No laces or muslin will be received, and but one white skirt in two weeks. Two napkins and two handkerchiefs may be counted as one piece. A correct list, dated, signed, and pinned on inside of bundle, must accompany all clothes. No clothes can be obtained from the laundry until Saturday, when all must verify their list before taking their clothes away. Anyone disregarding these rules will forfeit the privilege of having their clothes laundered in the hospital.

12. When taken off duty on account of sickness, they shall not leave their apartments or return to their hospital duties without the permission of the superintendent of nurses; neither can they at any time go to the hospital without permission of the superintendent of nurses or her assistant, except at regular hours. Nurses who are unable to
go on duty in the morning shall at once communicate with the superintendent of nurses. No nurse will be allowed to go off duty for any purpose without reporting herself to the superintendent.

13. Nurses are not permitted to receive calls in the wards of the hospital from their friends or other nurses. Nurses are required to stand in the presence of physicians and generally while in the wards.

14. They shall not communicate with patients or employees of the hospital, except so far as may be necessary in the discharge of their duties. Conversation of any nature concerning the patients or the hospital with outside persons is strictly forbidden.

15. Nurses are forbidden to loiter in the hallways or on the stairs, or to talk or laugh loudly while passing through the corridors or grounds.

16. While on duty they will be required to devote their entire time to the care and comfort of their patients, and must conform strictly to the uniform prescribed by the hospital. No colored neck ribbons or jewelry (watches and chains excepted) are to be worn by the nurses when on duty. Black shoes should be broad toed and rubber heeled and perfectly noiseless.

17. Nurses are forbidden to converse with a patient about other patients in the wards, or to make comments, favorable or otherwise, regarding the physicians or methods of treatment, or give opinions of any kind regarding the diseases from which patients may be suffering.

18. It shall be the duty of the nurses to see that all patients, when admitted to their respective wards, have the proper card of admission, and a notice of such admissions shall be sent to the clerk’s office the following morning. If for any reason the patient should be sent to the ward without a proper card of admission, the nurse shall see that the patient is made comfortable and then send a report of the case to the surgeon in chief or one of the assistants at once.

19. When a patient is transferred from one ward to another a notice shall be sent to the clerk’s office immediately, and when they leave the hospital nurses must see that they are properly discharged and that the charts are sent to the clerk’s office immediately. This must be done in every case, and a chart must be kept for every patient admitted to the wards.

20. When a patient elopes, the nurse must notify the clerk’s office at once.

21. Medical wards should be in order by 10 o’clock a. m. and surgical wards by 9.30 o’clock a. m.

22. Nurses are positively forbidden to remove food or table furniture from the dining room or diet kitchen without permission from the dietitian, with the approval of the superintendent of nurses.
23. A physician will be assigned by the surgeon in chief to attend the nurses in case of sickness. They will not be allowed to consult another physician without permission from the superintendent of nurses or to obtain medicines from the drug room or wards for their use without an order by the surgeon in chief or one of his assistants.

24. Hypodermic injections of morphine shall not be administered by a nurse except on written order of the physician.

25. The head nurse of each ward shall see that the prescriptions are taken to the pharmacist by one of the junior nurses immediately. If the drug room is closed she shall notify the night supervisor of nurses, who shall see that the pharmacist is notified.

26. No nurse shall be present at any post-mortem examination at the hospital except by permission of the surgeon in chief.

27. Immediately after surgical dressing, bandages, etc., are changed the nurse shall see that those no longer in use be taken from the ward and disposed of in the manner indicated by the superintendent of nurses.

28. Immediately upon the death of a patient the nurse shall notify the interne of the ward, and he shall at once view the body before it is removed from the ward. The date and hour of death and any special circumstances connected therewith shall be immediately recorded by the interne.

29. Valuables belonging to patients must be taken to the clerk's office immediately after the patient is admitted, the nurse giving the patient a receipt for the same. Should the office be closed, the valuables must be put in a lock box in the clerk's office, with the name of the patient, ward, and the name of the nurse plainly written thereon.

30. All social intercourse between pupil nurses, doctors, and medical students is forbidden in the hospital.

31. All orders relative to treatment must be executed promptly. If for any reason an order can not be executed promptly this fact must be reported to the superintendent of nurses or one of her assistants without delay.

XIX. HOUSEKEEPER

1. She shall have charge of the nurses' home, under the general supervision of the superintendent of nurses.

2. She shall assist in the enforcement of the regulations governing the nurses' home; shall see that the night nurses are in their rooms from 10 a.m. until 5.30 p.m., unless excused by the superintendent of nurses; that the lights are out in the corridor and the door to the home locked at 10 p.m.; that the lights are out in the nurses' rooms at 10.30 p.m.; and admit nurses who have been granted late leave.

3. In all cases of late leave the superintendent of nurses will inform the housekeeper.
4. She shall not discipline nurses, but coach obedience, and must report all infractions of the rules by nurses to the superintendent of nurses.
5. She shall have charge of all of the linen in the hospital, and must keep a correct account of the same.
6. She shall have general supervision of the orderlies and maids, except those in the operating room; shall see that they perform their work satisfactorily, to the end that the hospital is kept clean and sanitary.
7. She shall have charge of the linen room and laundry, and shall see that all employees engaged therein perform their duties satisfactorily under her direction.
8. She shall perform such other duties connected with her position as the surgeon in chief directs.

XX. SEAMSTRESS

The seamstress, under the general direction of the housekeeper, shall do the necessary sewing and mending required by the hospital.

XXI. THE VISITING STAFF

1. The hospital shall be divided into one medical and one surgical division. The medical division shall include internal medicine, pediatrics, neurology, and dermatology.

The surgical division shall include general surgery, gynecology, obstetrics, orthopedics, genito-urinary, otology, ophthalmology, laryngology, and dental surgery.

2. The visiting staff shall consist of the attending physicians, surgeons, gynecologists, obstetricians, and neurologist, an ophthalmologist, a laryngologist, a dermatologist, and an andrologist, and so many assistants as are necessary for the proper performance of the medical and surgical work of the hospital.

3. The visiting physicians and surgeons shall have entire direction of the treatment of the patients under their charge.

4. The terms of service shall be regulated by the members composing each service, due notice of which shall be given to the surgeon in chief.

5. Members of the visiting staff who are on duty shall visit the hospital daily, or as often as the work may require, and shall on their arrival record the hour in a book provided for that purpose in the clerk's office.

6. In case any visiting physician or surgeon shall notice any incompetence or disobedience to his professional orders on the part of any interne, nurse, or orderly, it shall be his duty to report the same, in writing, to the surgeon in chief.
7. Internes, nurses, and orderlies, in matters of treatment, shall be subject to the orders of the visiting staff at all times.

8. The visiting staff shall make the clinical material of the hospital available for the instruction of the students in the medical school of Howard University, to the end that every clinical facility shall be given the medical students of said university that the hospital can afford consistent with fixed responsibility.

9. Before absenting themselves from the hospital duties they shall notify the surgeon in chief, and shall arrange with their respective assistants for the performance of their duties during their absence.

10. They shall observe and insure by proper directions that due economy is practiced in the use of wines, liquors, alcohol, drugs, and surgical dressings.

11. All members of the visiting staff shall be appointed annually, or when vacancies occur, to serve during the fiscal year, by the Secretary of the Interior, upon recommendation of the surgeon in chief and the advisory visiting staff.

12. There shall be uniformity in the system of clinical teaching in the hospital proper and out-patient department thereof; due regard for the comfort of the patient must be observed at all times.

13. There shall be monthly meetings of the general staff for the discussion of matters pertaining to the welfare of the hospital.

14. Any physician found guilty of fee splitting shall be debarred from the privileges of the hospital.

XXII. CHIEF CLERK

1. It shall be the duty of the chief clerk to keep in a proper manner all books and other records of the hospital, including a register of the patients received, discharged, and deceased, their names, age, sex, place of birth, present residence, and nature of illness, the name and residence of nearest relative or friend, date of reception and discharge of patients, and an alphabetical list thereof.

2. He shall have charge of the correspondence of the hospital and keep a proper record of all letters sent and received.

3. He shall keep a proper ledger account of the several subdivisions of appropriations made annually for the hospital and debit said appropriations with all expenditures appertaining thereto.

4. He shall prepare, in duplicate, on account of the hospital, the monthly pay rolls and see that all vouchers are made in duplicate. The original of said voucher, after receiving the approval of the surgeon in chief, shall be forwarded to the Department of the Interior for payment. The duplicate or memorandum voucher shall be retained by the chief clerk and placed on the files of his office.

5. He shall keep a record of all articles received by him from patients when entering the hospital for treatment, and turn the same
over to such patients on demand when leaving the hospital, taking their receipt for the same and making a due entry thereof.

6. Should he be in possession of articles of value, money, etc., of patients who die at the hospital, and no claimants appear and claim the effects of the deceased, he shall turn over such articles or money to the proper authorities for such legal disposition as they may direct. He shall, whenever it may become necessary to dispose of old, worn-out, and useless property of the hospital, notify the surgeon in chief of such accumulations, who will dispose of the same in accordance with authority given by the Secretary of the Interior.

7. He shall give a satisfactory bond to the surgeon in chief of the hospital, in amount to be fixed by the Secretary of the Interior, conditioned on his safeguarding and accounting for all moneys and property received from patients in the hospital which shall or may come into his possession by virtue of his appointment or official duties.

8. Upon the death of a patient he shall make a record of the same and notify the relatives or friends of the deceased.

9. He shall make a report to the dietitian at the beginning of each day the number of persons to be catered for daily.

10. He shall perform any other duties appertaining to his office which may be directed by the surgeon in chief.

XXIII. ASSISTANT CLERKS

1. The assistant clerks shall assist the chief clerk in keeping the records of the hospital.

2. They shall perform such other duties appertaining to their office as may be directed by the surgeon in chief.

XXIV. CHIEF ENGINEER AND ELECTRICIAN

1. The chief engineer and electrician is charged with the proper care of the engines, boilers, steam machinery of all kinds, electrical, heating, lighting, and ventilating apparatus, and elevators.

2. He shall properly report to the surgeon in chief the needs of his department, and any defects in the machinery of the hospital and any repairs which in his judgment are required.

3. He shall see that his department is kept in a proper state of cleanliness and everything in connection therewith in good order.

4. The firemen shall be under his immediate direction and render such assistance as is necessary to carry on the work of the engineer's department.

5. The chief engineer and electrician shall perform such other duties connected with his position as the surgeon in chief may direct.
XXV. ASSISTANT ENGINEERS

1. The assistant engineers shall perform their duties under the general direction of the chief engineer and electrician, and in his absence the first assistant engineer shall have full charge of the entire plant.

2. They should visit the boiler house at least four times during their hours of duty, and see that the boilers are being fired with economy and that all machinery used in supplying water and fuel to the boilers and furnaces is in proper working order.

3. When reporting for duty they must inspect all coal and all coal and ash conveying machinery, boilers, engines, generators, steam traps, pumps, electric motors, and elevators, to see that they are in good working order.

4. They must leave everything clean and in good working order when going off duty.

5. They shall report to the chief engineer and electrician at once immediate repairs necessary in any part of the power-plant equipment, and perform such other duties connected with their positions as directed by the chief engineer and electricians.

XXVI. PLUMBER

1. The plumber shall inspect all toilets, bathtubs, sinks, and hot-water generators once a day.

2. He shall repair all leaks found in the plumbing and remove any obstruction in pipes.

3. He shall inspect all roofs of the hospital at least once a week, see that all openings to downspouts are free from obstruction, and report all needed repairs. Also see that all areaways are free from obstruction.

4. He shall perform such other duties connected with his position as the surgeon in chief may direct.

XXVII. STOREKEEPER

1. The storekeeper shall keep a record of all orders made for supplies for the hospital. All such orders shall be issued by the storekeeper on approval of the surgeon in chief.

2. He shall receive, properly check, and make a proper record of all supplies ordered by and received at the hospital when, after an inspection, weighing, or measurement, or an examination as to quantity or quality, the supplies so delivered are found to be correct.

3. He shall have personal charge, under the supervision of the surgeon in chief, of the hospital storeroom and keep a record of supplies received and stored therein. Requisitions for supplies to be drawn from said storeroom for use in any branch of the hospital...
must be made on the storekeeper. The person so drawing supplies shall give to the storekeeper a proper receipt for the same, and this receipt shall be properly filed in his office. Requisitions, however; for supplies in every case shall be approved by the surgeon in chief.

4. He shall keep a record of all hospital property and make annual return of the same to the surgeon in chief, who in turn shall submit the same to the Secretary of the Interior.

XXVIII. ASSISTANT STOREKEEPER

The assistant storekeeper shall assist the storekeeper in the performance of his duties, and perform such other duties as may be assigned to him by the surgeon in chief.

XXIX. DIETITIAN

1. The dietitian shall make requisitions on the surgeon in chief as occasion requires for all provisions and supplies appertaining to her department.

2. She shall at the beginning of each month make a report to the surgeon in chief showing the conditions of her department, giving an inventory of the supplies on hand, and not later than the 20th of each month she must submit a list estimating the needs of her department for the next ensuing month.

3. She shall be responsible for the kitchen, employees therein, dining rooms, storerooms, and all other rooms in the kitchen building. She shall have general supervision over cooks, waiters, and all others employed in any capacity in the kitchen. She shall see that her department is kept in a proper state of cleanliness.

4. She shall verify all invoices of subsistence stores received, and report the same to the surgeon in chief. She shall keep an accurate account of all stores issued to the cooks or to the special-diet kitchen. She shall obtain daily from the clerk a statement of the number of persons to be catered for on that day.

5. She shall take needful precaution to prevent extravagant and unnecessary use of stores furnished by her to the culinary department. She shall personally be charged with the duty of seeing that the food supplies are properly prepared and served. She shall see that the employees are furnished with healthful and nutritious food, but in no case shall this be at the expense of the character and quantity of food supplies of the patients.

6. The dietitian, or such other person as may be properly designated, shall alone receive and remove all food supplies contained in the storeroom. The key thereto shall always be under the dietitian's control, or in her necessary absence from the kitchen building they must be under the control of the assistant dietitian. No unau-
Authorized person shall be permitted access to the storerooms or be allowed to help himself to any stores; and whenever any stores are withdrawn an immediate entry thereof shall be made on a storeroom daily blotter to be kept for that purpose, showing what is withdrawn, by whom, and to whom issued.

7. She shall immediately report to the surgeon in chief or his assistant all cases in which the supplies furnished fall below the standard either in quality or quantity.

8. She shall perform such other duties connected with her department as the surgeon in chief may direct.

XXX. ASSISTANT DIETITIAN

1. She shall assist the dietitian in the performance of her duties.

2. She shall perform such other duties connected with her position as the surgeon in chief may direct.

XXXI. CARPENTER

1. The carpenter shall make all needed repairs to the buildings, furniture, and minor equipment.

2. He shall perform such other duties connected with his position as the surgeon in chief may direct.

XXXII. AMBULANCE

1. The ambulance shall be accompanied by one interne and a driver, who must promptly respond to all emergency calls.

2. On reaching the patient the interne shall determine the nature of the injury or disease, administer such temporary relief as may be proper, and, except in the following cases, take the patient without delay to the hospital:

   (a) Cases of contagious disease are not to be brought in the ambulance, but upon return to the hospital must be immediately reported to the surgeon in chief or his assistant, who shall report the same to the health officer of the District of Columbia.

   (b) Cases of acute mania and alcoholism.

3. A record book of the ambulance service shall be kept by the interne accompanying the ambulance, in which shall be noted the time when the call was made, that of reaching the patient, and that of arrival at the hospital, the name of the patient, place whence he was taken, and the probable trouble. When no case is brought the reason thereof shall be stated.

4. On arriving at the hospital the interne who accompanied the ambulance shall superintend the removal of the patient to the receiving room and immediately notify the surgeon in chief or his assistant, and shall then, before attending to any other duty, write
out in the accident book the full particulars of the case as it came under his observation.

5. In responding to a call the ambulance should be driven at a rapid but never at an illegal or dangerous rate. In returning the rate should be moderate, except when the patient must be brought to the hospital without delay. The interne in charge of the ambulance must always instruct the driver in this respect.

6. Should a patient die in the ambulance while on the way to the hospital, the body should be brought to the hospital and a report of all the facts made at once, in writing, to the surgeon in chief.

XXXIII. ADMISSIONS

1. No person known to be affected with an incurable chronic disease, acute alcoholism, or a contagious disease shall be admitted to the Freedmen's Hospital, except when it would be inhuman to refuse admission.

2. Patients admitted to the Freedmen's Hospital shall be of the following classes:

(a) Indigent residents of the District of Columbia who, being sick or injured and requiring medical or surgical attention, are without the necessary means to pay for the same and present a permit from the Board of Public Welfare of the District of Columbia.

(b) Transient population of said District who, while passing through or temporarily domiciled therein, fall ill or suffer accident or injury and require immediate medical or surgical attention, but are destitute of means to pay for the same.

(c) Such other destitute persons residing outside of the District of Columbia as the Secretary of the Interior, either for humane reasons or in the interests of medical science, shall cause to be admitted.

(d) All emergency cases which are defined as sudden illness or injury where to delay treatment would unduly imperil the life or safety of the patient.

3. All admissions shall be further conditioned upon the capacity of the hospital to receive patients.

4. All applicants claiming residence in the District of Columbia, emergencies excepted, must have a permit from the Board of Public Welfare of the District of Columbia for admission into the hospital.

5. Applicants for admission shall at once be examined by the surgeon in chief or one of his assistants, or under their directions, and if found entitled to admission under the rules shall be admitted.

6. When it is impracticable for either of the above-mentioned officials to attend at once, and the safety of the patient would be impaired by delay, such other medical officer as may be designated therefor by the surgeon in chief must make the examination.
7. All cases refused admission must be recorded in a book kept for that purpose, together with the cause for refusing admission.

Pay patients.—Pursuant to authority contained in the act approved June 26, 1912 (37 Stat., 172), authorizing the admission of pay patients to Freedmen's Hospital, the following charges are prescribed for care and treatment in the hospital:

<table>
<thead>
<tr>
<th>Service</th>
<th>Per day</th>
<th>Per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private rooms</td>
<td>$2.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>General wards:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults</td>
<td>1.75</td>
<td>12.25</td>
</tr>
<tr>
<td>Children</td>
<td>1.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Infants</td>
<td>.50</td>
<td>3.50</td>
</tr>
<tr>
<td>Wassermann tests</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Urinary analysis</td>
<td>3.00-</td>
<td>5.00</td>
</tr>
<tr>
<td>Major operations</td>
<td>50.00-</td>
<td>100.00</td>
</tr>
<tr>
<td>Minor operations</td>
<td>10.00-</td>
<td>50.00</td>
</tr>
<tr>
<td>X-ray photographs</td>
<td>3.00-</td>
<td>10.00</td>
</tr>
<tr>
<td>Obstetrical delivery</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>Use of operating room, major cases</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Use of operating room, minor cases</td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>

The Secretary of the Interior, however, reserves the right to increase or decrease the above-mentioned rates generally or in particular cases.

In the computation of the time for payment in each and every case, the day of admission into the hospital will be counted and the day of discharge therefrom excluded; payments to be made in weekly advances, except in those cases where patients enter the hospital for a definite number of days less than a week, in which case payments in advance for the number of days the patient expects to remain at the hospital will be received. Money received from this source will be deposited in the Treasury weekly.

No officer or employee of the hospital shall receive and retain for his personal use any fee collected from pay patients.

8. Injured employees of the United States, beneficiaries of the compensation act of September 7, 1916, may be received at the hospital for treatment upon request of the proper officer of the United States Employees' Compensation Commission.

XXXIV. RULES FOR PATIENTS

1. The hour for retiring will be 8:30 o'clock p. m., at which time the lights in the wards will be put out.

2. Loud talking, singing, or calling across the wards is prohibited, and there must be perfect silence during the regular professional rounds of the physicians and surgeons. Profane and indecent language shall not be allowed and will be deemed sufficient cause for discharge.
3. Habits of cleanliness are required of every patient.
4. The hospital will not be responsible for any property retained by the patients. There is a safe in the office where money and all valuables can be deposited, for which when deposited a receipt will be given.
5. Patients, without exception, will be expected to render such help in the general cleaning of the hospital as their condition will warrant, under assignment of the surgeon in chief or his assistants.
6. When a patient desires the visit of a clergyman he must signify the same to the office, and such clergyman shall be notified, but his visit shall be confined to the person or persons desiring his services. The service shall be of such quiet character as not to injure or impair the safety of other patients.
7. When desiring to go beyond the bounds of the hospital patients must obtain a pass from the interne of the ward and present it at the door of the hospital. Tuesday will be regular pass day. Passes on other days will be granted only for special cause, when they must be approved by the surgeon in chief or one of his assistants.
8. Patients who go out on a pass and remain beyond the time specified will be regarded as discharged, or make a satisfactory explanation to the surgeon in chief or one of his assistants before they can return to their ward.
9. No patient shall enter the morgue, stable, engine room, kitchen, or any of the attendants' rooms, except by order of the surgeon in chief or one of his assistants.
10. No patient shall leave the ward until after the regular morning rounds of the attending physicians or surgeons.
11. No male patient shall go into the women's wards, nor any female into those of the men, and no patient shall visit a ward other than his own except by permission of the surgeon in chief or one of his assistants.
12. Books, pamphlets, newspapers, or pictures of any immoral or indecent character are forbidden.

XXXV. HOUSE RULES

1. The ventilation of the wards will be under the control of the head nurse of each ward, subject to the direction of the house officer in charge. No patient will be permitted to interfere with the same.
2. Orderlies will not be allowed to catheterize patients.
3. No smoking or chewing of tobacco will be allowed in the wards.
4. No apparatus or supplies, medical or surgical, shall be allowed to be taken outside the hospital for private use. The United States property of the hospital shall not be allowed under any circumstances to be taken from the hospital for public or private use elsewhere.
5. No physician, surgeon, officer, nurse, or servant of the hospital shall accept any bequest or gift from or in behalf of any patient.

6. All wines, liquors, medicines, fruits, foods, and delicacies, except those prescribed and furnished by the hospital or by permission of the physician in charge, are strictly prohibited.

7. There shall be in the hospital a board of survey, consisting of the assistant surgeon, assistant superintendent of nurses, and a clerk, whose duty it shall be to examine and condemn all worn-out property of the hospital monthly. They shall report the result of their labor to the surgeon in chief, and he shall make such disposition of said property as hereinbefore provided.

8. Patients having symptoms suspicious of diphtheria must at once have a culture of the throat secretion sent to the health department of the District of Columbia in tubes provided for that purpose.

9. When in the judgment of the surgeon in chief the issue in any case of assault with intent to kill or criminal abortion is likely to prove fatal, he shall immediately notify the proper legal authorities in order that the antemortem statement of the patient may be taken. Deaths directly due to violence, criminal abortion, accident, or injury shall be reported at once to the coroner by the surgeon in chief or one of his assistants.

10. In all emergencies brought to the hospital the surgeon in chief or one of his assistants shall without delay make a thorough examination, and if need be notify the attending surgeon, and if he can not respond at once assume the care of the case.

11. No medicines shall be kept in the wards, except such as have been prescribed for the patients actually under treatment and the following, which shall be known as "night or ward supplies," and so marked, namely, cathartic mixtures, liniments, aromatic spirits of ammonia. None of these shall be administered by a nurse except upon written order of a physician.

12. Visitors to patients will be admitted every day from 2 to 3 o'clock p.m. and from 7 to 8 o'clock p.m. Not more than three persons will be allowed to visit any patient at the same time without special permission from the surgeon in chief or one of his assistants. The ward nurse will enforce this rule.

13. No fruits, liquors, or delicacies are to be taken by the relatives or friends of the patients into the wards without permission of the surgeon in chief or one of his assistants. Such articles may be left at the clerk's office, marked with the name of the patient for whom intended, which, with the approval of the physician in charge, will be delivered to such patient.

14. Patients will not be allowed to show visitors through the hospital nor receive them in other places than their wards or hospital grounds.
15. In all suspected cases of contagion occurring in the hospital or applying for admission the surgeon in chief or one of his assistants shall immediately notify the health department of the District of Columbia. Proper precaution must be taken for immediate isolation until visited by an inspector from the health office.

XXXVI. OUT-PATIENT DEPARTMENT

1. This department will be open daily (Sundays and legal holidays excepted) at such hours as the surgeon in chief may determine.

2. Limit of prescriptions—less than dram doses, 1 ounce; 2-dram doses, 6 ounces; 1-dram doses, 3 ounces.

Injections, liniments, washes, gargles, lotions, etc., shall not exceed the limit of 6 ounces.

Pills, capsules, and powders, according to dose, as in liquid medicines.

Ointments shall not exceed the limit of 4 ounces.

XXXVII. RULES FOR APPLICANTS

1. The dispensary connected with this hospital is solely for the treatment of the indigent sick.

2. Each person before receiving treatment must be questioned respecting his or her ability to pay for treatment, and if the attending physician is not fully satisfied that such persons properly come within the class of indigent sick he shall require that they furnish a certificate from one of the physicians to the poor, the Board of Public Welfare of the District of Columbia, or any registered physician, certifying that the applicant in question is unable to pay for treatment.

3. When the attending physician is satisfied that an applicant is deserving of treatment a proper record of such case must be made. This must disclose the name of the patient, age, nativity, sex, race, symptoms, diagnosis, and treatment, and any other remarks with reference to the case deemed necessary.

4. No discrimination will be made in the character of the disease treated, except those of a contagious nature will be excluded. All patients will be treated in the order of the application, having regard to the classification under which they come. All revisits of patients must be properly recorded.

5. All patients should provide a suitable clean bottle for their medicine. Only in exceptional cases will this bottle be furnished by the hospital.
The Honorable,
   The Secretary of the Interior.

Sir:

I have the honor to recommend that paragraph 7, Section XXXIII of the Regulations of the Freedmen's Hospital, approved June 12, 1926, be amended by striking out $3.00 and $10.00 after X-ray photographs and inserting $5.00 and $25.00; also by adding to the list of charges the following:

X-ray treatment, superficial $3.00-$5.00  Cytology-
X-ray treatment, deep   5.00-15.00  Haemoglobin cell counts $3.00
Diathermy treatment  3.00  Sedimentation  2.00
Minor surgical treatment  2.00  Spinal fluid-cell count,
Urine:  globulin-Wassermann  5.00
   Routine Chemical and microscopical  2.00  Same with colloidal Gold  10.00
   Phenolsulphophthalein test  2.00  Body fluids-
   Mosenthal test  2.00  Smear and culture  3.00
   Bacterial examination  2.00  Same with animal inoculation  10.00
Blood Chemistry-Sugar  3.00  Sputum-Smear  2.00
   Nitrogen-complete  5.00  Autogenous vaccines  5.00
   Sugar and nitrogen  7.00  Gastric Analyses-
   Serologic-  Chemical and microscopic  5.00
   Wassermann or Kahn test  5.00  Feces examination
   Widal  3.00  Chemical and microscopic  5.00
   Typing  5.00  Microscopic tissue examinations  5.00

A great many pay patients require one or more laboratory examinations and other service for which a charge should be made as is customary in other hospitals. The rates set forth above are the minimum as compared with the charges generally made for similar work.

DEPARTMENT OF THE INTERIOR
September 7, 1928.

Respectfully,
(Sgd) W. A. Warfield
Surgeon in Chief.

APPROVED, and copy forwarded to
Surgeon-in-Chief, Freedmen's
Hospital.

(Sgd) E. C. Finney
First Assistant Secretary.