

UNIVERSITY OF OREGON  
MEDICAL SCHOOL

OFFICE OF THE DEAN

PORTLAND, OREGON.

November 26, 1930.

Miss Valentine Prichard,  
Portland Free Dispensary,  
Fourth and Jefferson Streets,  
Portland, Oregon

Dear Miss Prichard:

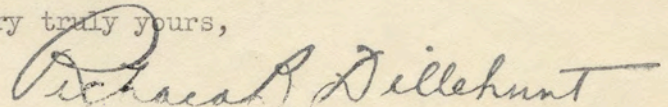
The opening of the new clinic at the Medical School on January 1, 1931, will necessitate further work of the services therein with a view to its most effective conduct. It is contemplated that the responsibility of management shall be divided into two phases, namely, the strictly professional medical side and the administrative and business side.

Mr. Ralf Couch, Secretary of the Medical School, has been designated superintendent and will be responsible for the general business administrative conduct of the clinic. This includes general clinic management, admissions, records, pharmacy department, cashier, purchasing and store departments, clerical service, telephone service, general building service and laundry service.

The professional, medical phases of the clinic, which are to be under the supervision of a medical director, are the clinics in medicine, surgery, pediatrics, obstetrics, gynecology, eye, ear, nose and throat, urology, orthopedic surgery, and special services such as the laboratory, pathologic, radiologic, nutritional, physiotherapeutic, nursing and social service.

There will have to be a close coordination between the conduct of the medical and special services on the one hand, under the medical director, and the clinic management and business management under the superintendent. In order that those who are to be responsible to the superintendent shall have clearly in mind the program of the superintendent in the management of the clinic, it is desired to call a meeting at which Mr. Couch will preside as superintendent of the clinic and outline plans and policies and procedures under the new organization. You are therefore requested to be present at this meeting on Thursday, December 4th, at 8:00 P.M. at the Medical School.

Very truly yours,



Richard B. Dillehunt,

Dean.