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OFFICE OF THE SURGEON GENERAL

IN REPLYING
ADDRESS THE SURGEON GENERAL
U. S. PUBLIC HEALTH SERVICE

TREASURY DEPARTMENT

BUREAU OF
THE PUBLIC HEALTH SERVICE

WASHINGTON

Division of Venereal Diseases

228 First Street N.W.

August 21, 1919

Dr. H. W. Howard,
Venereal Disease Clinic,
Portland Free Dispensary,
27 E Fourth St., Portland, Ore.

Sir:

This is to acknowledge receipt of your report for the month of July.

As there have been various discrepancies in your reports in the past the following information is requested:

Number of male and also number of female patients remaining in clinic on July 1st;

Number of cases of each venereal disease (classified as to male or female) under treatment in clinic on July 1st.

The Bureau desires to receive this data by September 2nd, so that it may be included in the summary report for the month of July, and that reports for the present fiscal year may be recorded showing the number of patients and cases of disease carried over from the past fiscal year.

Your immediate attention is requested and will be appreciated.

By direction of the Surgeon General.

Respectfully,

Assistant Surgeon General.

INSTRUCTIONS FOR MAKING REPORTS ON CLINICS OPERATING
UNDER THE SUPERVISION OR IN COOPERATION WITH THE
U. S. PUBLIC HEALTH SERVICE

The monthly report should be made out on the last day of each month. It should contain the activities of the clinic and of the detention home, if there be one operated in connection with the clinic. The report should be made in quadruplicate - one copy to be forwarded to the Public Health Service and two copies to the State Director of Venereal Disease Control, the remaining copy to be retained for the clinic files. The Public Health Service and the State Director of Venereal Disease Control should be in receipt of each month's report not later than the seventh day of the following month.

NEW ADMISSIONS: This should be construed to mean every case of disease admitted to the clinic during the entire month. For example - if a patient having both gonorrhea and syphilis were admitted to the clinic during the month, two cases of disease should be recorded - one case of syphilis and one of gonorrhea. The inmates of detention homes, jails, work houses, etc., receiving treatment from the clinic personnel should also be included in these figures. In other words, there should appear in the clinic files a record of every person under treatment whether these persons are in detention homes, jails, or work houses, or are ambulatory cases coming to the clinic for treatment.

TOTAL ADMISSIONS TO CLINIC DURING THE MONTH: This should refer to the total number of persons with venereal diseases admitted to the clinic during the month. Non-venereal disease patients shall not be included. For example - there may be fifty cases of disease recorded under the heading "new admissions" but only forty-four patients recorded where the question is asked "total admissions to clinic during month". The difference in the totals would be due to the fact that six patients admitted during the month had two infections.

DISCHARGES: Discharges should be classified as follows:

As Cured. Only cases of chancroid and balanitis gangrenosa should be discharged as cured.

As Probably Cured. This term should be employed in discharging all cases of gonorrhea and syphilis.

As Non-Infectious But Not Cured. This term should be used in cases that have been held for treatment under the authority of the Courts and who must be discharged when non-infectious in order to comply with the law. (All such cases should be advised and urged to remain under treatment until "probably cured".)

With Permission. This should be used only when referring to patients who have discontinued treatment with the knowledge and consent of the medical officer of the clinic on account of change of residence or some other legitimate reason, i. e., having been referred to a private physician, etc.

Without Permission. This should refer to any patient who failed to return for treatment after having been properly notified to do so.

TOTAL NUMBER OF CASES OF DISEASE TREATED DURING THE MONTH. This should set forth the number of cases of disease treated during the month and should include the carried-over cases. For example, one patient may have gonorrhea, syphilis and chancroid, thereby making three cases of disease. His chancroid is cured during one month and he is carried over the following month as two cases of disease.

TOTAL NUMBER OF PATIENTS TREATED DURING THE MONTH. This should include the new admissions and the patients carried over from the previous month.

TOTAL NUMBER OF TREATMENTS ADMINISTERED INCLUDING ARSPHENAMINE. If a patient has both gonorrhea and syphilis and is treated for both diseases in one visit, two treatments should be recorded for said patient. For example, he may have received a urethral injection of protargol for his gonorrhea and an intermuscular injection of mercury for his syphilis, or a total of two treatments.

TOTAL ADMISSIONS TO HOSPITALS DURING THE MONTH. This should be construed to mean all patients, male or female, voluntary or involuntary, admitted to wards of general hospitals for major or minor surgical operations.

THE NUMBER OF PERSONS IN DETENTION HOMES. Here should be recorded only the persons, male or female, involuntarily detained for treatment because they are dangerous carriers of venereal disease.

AVERAGE DAILY ATTENDANCE. The actual number of visits to the clinic during the month by venereal or non-venereal patients divided by the actual number of days the clinic was opened, will give the average daily attendance. It is desired that the attendance be carried out to one decimal place.

Salad

✓ Tomatoes - 2

✓ Lettice

✓ Cucumbers 1

✓ Onions

✓ Keal chops

✓ Mashed Potatoes
gravy

✓ Spinach

✓ Black berry & apple pie

✓ Cheese

✓ Tea

✓ Bread

✓ Paprika

✓ Eggs

Fruit cake

Orange

Cinnamon

✓ Raisins

✓ Apples

✓ Black Currants

✓ Red Currants

✓ Mashed Potatoes

✓ Sweet corn

✓ Bread & butter

✓ Black berry pie

✓ Cheese