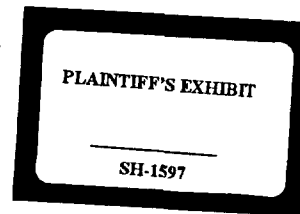




**Shell Oil Company**  
Interoffice Memorandum



RECEIVED  
H.S. & E. COMPANY  
INFORMATION  
APR 13 9 17 AM '84

APRIL 6, 1984

FROM: ASSOCIATE CORPORATE MEDICAL DIRECTOR  
TO: KATHERINE MOORE, R.N. - DEER PARK MFG. COMPLEX  
SUBJECT: TRANSMITTAL OF EXAM RECORDS

In the continuing effort to develop our Health Surveillance System and to insure the timely and accurate recording of exam data, please take a moment to review the exam procedure listed below:

- I. All examination records should be assembled and stapled in the following order; then sent to Corporate Medical with appropriate address.

Confidential Medical Exam Report  
Medical History or Interval Medical History  
CBC or Hemogram  
Urinalysis (with microscopic)  
Shell Blood Chemistry Profile (was called SMA-12) -- MetPath  
Laboratory has a special profile for Shell  
Smoking History  
Chest X-Ray Report  
Electrocardiogram (actual recording with interpretation)  
Spirogram Curves (with measured and calculated indices of pulmonary function tests)

- II. Do not send
- 1) Audiograms
  - 2) B-Reader Chest X-Ray Reports
  - 3) Administrative papers (e.g. authorization for files)
  - 4) Isolated Asbestos Questionnaires or other record fragments, except repeat laboratory reports

Please be very careful that all copies, particularly lab reports are legible, and that the entire exam package is logged out as you send it to the Corporate Medical Department.

Be certain that the type of exam is clearly marked in the proper space at the top of the Medical Exam Report. If "other" is checked, specify exam type. Identify ALL exam types for each person.

Attached you will find a copy of Appendix 1 of the Medical Evaluation Data Screening Manual. Appendix 1 is the Guidelines for Transmittal of

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Examination Records to Corporate Medical. Please read this carefully,  
for it may answer some questions you might have.

Thank you for your support of this important Health Surveillance Program  
for Shell employees.



C. E. Ross, D.O.

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