

September 4, 1946

Mr. C. F. Beatty  
Room 435  
Building

Dear Mr. Beatty:

I should first like to express my appreciation for your consideration in requesting my opinion relative to defining the duties of the Medical Section. Your outline of assignments in paragraph two of your letter of August 28, 1946 is very thorough and comprehensive. I have but a few ideas to offer.

It would be desirable at this time to create in name a position which has existed, in fact, for many years, that of Medical Director of Socony-Vacuum Oil Company.

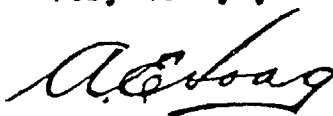
To amplify your outline, the following is suggested as functions of the Medical Section of the Industrial Relations Department:

1. Pre-placement physical examinations.
2. Special physical examinations.
3. Maintenance of employees' health
  - a. Periodic physical examinations
  - b. Preventive medicine
4. Medical research
  - a. Industrial aspects
  - b. General health
5. Establishment and supervision of field dispensaries.
6. Medical counsel to field units.
7. Industrial toxicology.
8. Administration of Home Office Medical Department.
9. Medical Reports
  - a. Home Office
  - b. Field reports, including occupational and non-occupational injuries and diseases.
  - c. Consolidated reports.

May I suggest stressing consultation with the Medical Section by all other sections on all matters having a medical bearing? Early and direct liaison in this manner will obviate some of the delay, confusion and waste of the past.

At present we are in the process of preparing a folder which will enlarge upon the subjects listed above. Your understanding cooperation is a stimulus to make our Medical Section ever more effective and beneficial.

Very truly yours,



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