

Memoranda

INTER-OFFICE MEMO **TENNECO CHEMICALS, INC.**

TO Distribution

AT

DATE July 12, 1979

FROM Dr. R. E. Gosztonyi, Jr.

AT Saddle Brook

COPY TO See Attached Sheet

SUBJECT CORPORATE MEDICAL POLICY

Attached is a copy of the Corporate Medical Policy for your use and guidance. This policy has received final approvals and will be incorporated in the TCI Corporate Policy Manual and has been forwarded to all holders of this Manual.

While total adherence to this Corporate Policy is expected, at this time I wish to particularly bring to your attention several items in the policy and make some supplementary comments.

1. Preplacement (Employment) Examinations

Any problem or questionable findings in cases for employment or job placement should be referred to and discussed with the Corporate Medical Department to determine medical suitability for the proposed situation. Final decision on acceptability will often have to be coordinated with the Personnel Department. This may be done through the Site Coordinators at times, but liaison between the Corporate Medical Department and Saddle Brook Corporate Staff Personnel is preferred and essential in most cases. It should also be noted that time is of the essence in these matters and referral to the corporate offices should be prompt.

2. Periodic Health Evaluations

It is imperative that an adequate mechanism be established for each location and all examinations to assure the routine notification of the employee of all significant findings, and especially any abnormal findings discovered as a result of these medical examinations.

This should be done by the examining physician, nurse, or physician's assistant, to the extent possible, at the time of the examination. The forms in Appendix I of Procedure Supplement 2 should be used when indicated or necessary to transmit results outside of the usual reference range that were not available at the time or received after the examination was completed. The Corporate Medical Department should be consulted for specific usage and/or approval. In addition, notify the Corporate Medical Department of any abnormal or significant results that may require additional or special follow-up.

3. Medical Consultations

Note the requirement for notification of and prior approval (except in an emergency) from the Corporate Medical Director for additional referrals or consultations after an initial referral or consultation, and the desired coordination with the Insurance Department. This is especially important in potential and formal workers' compensation cases against the Company.

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4. Permanent Work Restrictions

Before a final decision or action on the imposition of permanent work restrictions on an employee, the Corporate Medical Department should be consulted. The problem should be discussed concomitantly and action coordinated with the Corporate Personnel, Safety, and Insurance Departments as well as Site or Plant Management.

I solicit your cooperation in adherence to the above, and, in the effective, proper implementation and administration of the Corporate Medical Policy. The intent is to provide some flexibility in its administration, while maintaining standardization of its precepts. Therefore, I request that you review it carefully and keep it handy for ready reference and guidance, referring any questions or problems to this office.



R. E. Gosztanyi, Jr., M.D.

REG:mlv

Attachment