

**SOUTHERN PACIFIC  
HOSPITAL DEPARTMENT**

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**RULES  
AND  
REGULATIONS**

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**Effective February 14, 1950**

Read carefully your copy of the Rules and Regulations and familiarize yourself with the medical benefits to which you are entitled as a contributor to the Southern Pacific Hospital Department.

### WHAT TO DO IN AN EMERGENCY

- (1) Call Department doctor in your district:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

If unable to reach him after genuine effort, contact your employing officer or local representative of your organization, or telephone or telegraph the Chief Surgeon or Business Manager at Southern Pacific General Hospital, San Francisco, for instructions.

Section 6 of the rules makes provision for temporary treatment during an emergency and clearly defines procedure to be followed.

(2) Instruct your nearest of kin, or some other responsible member of your family, now, as to what to do in the event you are taken suddenly ill or badly injured.

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**RULES AND REGULATIONS  
SOUTHERN PACIFIC  
HOSPITAL DEPARTMENT**

**PART I****HOSPITAL BENEFITS AND TREATMENT**

THE SOUTHERN PACIFIC HOSPITAL DEPARTMENT is maintained and operated for the primary purpose of providing treatment for contributors and others, in accordance with these Rules and Regulations.

**OFFICERS IN CHARGE**

The CHIEF SURGEON has supervision and control of the professional services afforded by the Hospital Department. The BUSINESS MANAGER, under the direction of the Board of Managers, has immediate supervision of the business affairs of the department, in accordance with these Rules and Regulations.

**DEFINITION OF CONTRIBUTOR**

As used in these Rules and Regulations, the term "CONTRIBUTOR" means an employee of a company who, by reason of having completed three days of compensated service in any one month, is entitled to, and does contribute to the Southern Pacific Hospital Department Fund. The term "compensated day", as used herein, means any day of service during all or part of which compensation is payable.

## TREATMENT AND SERVICES PROVIDED

**Section 1.** The following treatment and services will be provided by the Department to contributors subject to the limitations and conditions herein specified:

- (a) Treatment in hospital;
- (b) Treatment at doctors' offices and at contributors' residences;
- (c) Medicines and surgical dressings:  
When contributor is confined in hospital, all prescriptions written by Department doctors will be filled by the Department without charge. Where contributor is not confined in hospital, the Department will furnish without charge medicines and surgical dressings prescribed by Department doctors except as specified in Section 2.
- (d) Artificial limbs and appliances, not including renewals and replacements:  
The Department will furnish employees with artificial limbs and eyes in replacement of members lost while entitled to Department privileges, and with trusses, suspensories and elastic appliances, on orders or prescriptions of Department doctors, but will not repair, replace or renew them.  
Crutches will be loaned to employees when required, and shall be paid for if not returned at the proper time.
- (e) Spectacles:  
Spectacles will be prescribed by Department oculists when required, but will not be furnished nor paid for by the Department.

## TREATMENT AND SERVICES NOT PROVIDED

**Section 2.** (a) Contributors shall not be entitled to treatment or medicines for ailments due to venereal diseases; intemperance; vicious habits; injuries received in a fight or brawl (except when circumstances justify); a felonious act or attempt at suicide;

chronic diseases or other conditions contracted before entering the service of the company; pregnancy or obstetric cases, or complications or conditions arising therefrom; insanity or mental deficiencies; alcoholism; drug addiction; plastic operations, except those essential to patient's recovery from injuries sustained while a contributor to the Hospital Department, nor mechanical aids to vision or hearing, including the examination for and furnishing of contact lenses.

**Section 2.** (b) The Department will not furnish vitamins, glandular products, liver extract (except for pernicious anemia) and other patent or proprietary medicines, nor medicines prescribed by other than Department doctors.

**Section 2.** (c) Dental service is not provided by the Department except where in the opinion of its attending doctor, dental X-rays or extractions, are essential and required in connection with treatment of a medical case.

## HOSPITAL SERVICE

**Section 3.** (a) Hospital service will be provided by the Department only in hospitals which it operates, or, in bona fide emergency cases, in other hospitals where contributors are placed by written orders of a Department doctor.

**Section 3.** (b) Doctors attending contributors shall determine whether ailments shall be treated at their offices, at a hospital, or contributor's residence. Failure of a patient to observe directions with respect to such treatment may render him ineligible for further treatment of the ailment.

**Section 3.** (c) Contributors who have illnesses or injuries, which in the opinion of the Chief Surgeon require hospitalization, shall be transferred to Department hospital at San Francisco or Tucson. Emergency cases requiring immediate hospitalization

may be treated in local hospitals, but when patient's condition warrants he must be transferred to either of the Department hospitals. The Chief Surgeon shall determine whether a contributor affected with tuberculosis shall be treated at the General Hospital, San Francisco, or at the Sanatorium in Tucson, Arizona.

**Section 3.** (d) Treatment and services are not provided by the Department at places off the line, but contributors, temporarily or permanently employed at such places, will be given treatment, by arrangement with the Chief Surgeon and the Business Manager at places on the line where hospitals and doctors are provided by the Department.

**Section 3.** (e) In the event a contributor regularly employed at a place on the line sustains an injury or contracts an illness at a place off the line of such nature that he cannot be returned immediately to a place where hospital or medical care is provided by the Department, such contributor may be reimbursed in the amount that similar care as may be required would have cost the Department had the emergency occurred at a place on the line, except that in no case shall he be reimbursed for doctors' fees. Foregoing provision also is applicable to contributors on leave of absence or on vacation and eligible for benefits as provided under Section 8.

Arrangements have been made with connecting lines for treatment of contributors for sickness contracted or injuries sustained off the line in the case of employees engaged in through train service.

Under any of the foregoing circumstances, the contributor after receiving such necessary emergency care must arrange immediately to notify the Chief Surgeon of the Department.

## DISEASES NOT TREATED IN HOSPITAL

**Section 4.** Contributors afflicted with contagious or infectious diseases such as diphtheria, smallpox, scarlet fever, measles, mumps, poliomyelitis, leprosy and other diseases which are subject to quarantine by public authorities, shall not be admitted to a Department hospital. In the event a contributor afflicted with such an infectious disease is required to enter a public isolation hospital, the Department will assume the cost of medical and hospital services essential to the treatment of the ailment. Contributors not so isolated will be given treatment at their homes.

## PHYSICIANS AND SURGEONS AUTHORIZED TO FURNISH MEDICAL AND SURGICAL TREATMENT

**Section 5.** Medical and surgical treatment, except in cases described in Section 3(d) and Section 3(e) and Section 13, will be given only by physicians and surgeons regularly or especially employed, as follows:

- (a) Physicians and surgeons, Department Hospitals.
- (b) Attending physicians, General Offices, San Francisco.
- (c) Division surgeons who, in addition to the duties of the district to which assigned, have general supervision of the services rendered by the Department on their respective operating divisions.
- (d) District surgeons, whose services are limited to certain specified districts.
- (e) Oculists and aurists, who give special treatment for ailments of the eye, ear, nose and throat.
- (f) Emergency surgeons, who give temporary treatment when called in emergencies, subject to limitations specified in Section 6.

- (g) Specialists, who give treatment only on orders of the Chief Surgeon or Division surgeons.

## TEMPORARY TREATMENT DURING EMERGENCY

**Section 6.** Contributors who are seriously ill or injured at places on-line, and who after genuine effort made directly or through employing officers, are unable to obtain the services of a Department doctor, may obtain temporary treatment from any available doctor, but only until the services of a Department doctor can be obtained, or until employing officers can arrange with the Chief Surgeon by telegraph or telephone, for further treatment.

It shall be the duty of the contributor, or his representative, to have the doctor clearly understand that he is acting only in emergency and temporary capacity until the services of a Department doctor shall become available. Reasonable bills for such temporary emergency treatment only, will be allowed by the Department if sent promptly to the Business Manager, accompanied by a statement satisfactorily establishing the fact of emergency and explaining the inability of the contributor to obtain services of a Department doctor. Such inability to obtain services of a Department doctor must be substantiated by Department doctor serving that area.

## DURATION OF TREATMENT

**Section 7.** Treatment for any one illness or any one injury shall be continued until the patient is discharged by the attending surgeon, subject to the following limitations:

- (a) Employees with less than 6 months continuous service, 30 days hospitalization provided employee is eligible and not more than 3 months has elapsed since he last contributed to the Fund.

Employees with 6 months and less than 12 months continuous service, 60 days hospitalization provided employee is eligible and not more than 6 months has elapsed since he last contributed to the Fund.

Employees with 1 year and less than 2 years continuous service, 90 days hospitalization, provided employee is eligible and not more than 9 months has elapsed since he last contributed to the Fund.

Employees with additional years of service will be entitled to 30 days hospitalization for each year of service up to a maximum of 390 days, provided employee is eligible and not more than 390 days have elapsed since he last contributed to the Fund.

- (b) Employees with less than 12 months continuous service will be entitled to office and residence treatment and such medicines as authorized by these regulations for a period not in excess of their continuous service.

Employees with one year and less than 10 years continuous service will be entitled to office and residence treatment and such medicines as authorized by these regulations for a period not in excess of one year from the date they last contributed to the Fund.

Employees with ten or more years continuous service will be entitled to office and residence treatment and such medicines as authorized by these regulations for a period not in excess of 18 months from the date they last contributed to the Fund.

Employees with 25 or more years continuous service will be entitled to office and residence treatment and such medicines as authorized by these regulations for a period not in excess of 24 months from the date they last contributed to the Fund.

## CONTRIBUTORS ON LEAVE OF ABSENCE AND ON FURLOUGH

**Section 8.** For the purpose of these Rules and Regulations an employee shall be considered to be in employment relation to his Company when he is on furlough, on leave of absence, or absent on account of sickness or disability, all in accordance with the established rules and practices of his Company.

Contributors who obtain leave of absence in order to serve as officers or committeemen of their labor organizations shall be entitled to the treatment and services furnished by the Department while on such leave provided they make their contributions to the Fund in accordance with Department rules.

Contributors who are granted leave of absence for other purposes, and contributors who are furloughed (laid off on account of reduction in force), shall be entitled to the treatment and services furnished by the Department under the conditions and for the periods specified below, respectively, provided they inform their employing officer, in writing, on or before the effective date of such leave or furlough, of their intention to avail themselves of the privilege and make their contributions to the Fund through their employing officer on or before the fifth day of each month, except that contributors who obtain leave of absence may make their contributions for the entire period of their leave on or before its effective date:

	While on Leave of Absence	While on Furlough
(a) Employees who have maintained an employment relation to the Company for a period of three years but less than 10 years. A period of . . .	3 mos.	1 yr.

	While on Leave of Absence	While on Furlough
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(b) Employees who have maintained an employment relation to the Company for a period of ten years but less than 15 years. A period of . . .	6 mos.	1 ½ yrs.
(c) Employees who have maintained an employment relation to the Company for a period of 15 years or over. A period of . . . . .	1 yr.	2 yrs.

## RETIRED CONTRIBUTORS AND PENSIONERS

**Section 9.** (a) Retired Contributors—Disabled.

Employees with 25 years or more of continuous service with companies whose employees are contributors to the Hospital Department, who are entitled to Hospital Department benefits at the time of their retirement, who retire under the Railroad Retirement Act on account of physical disability, and who have not reached the age of 65 years, will be permitted to make the usual contribution to the Hospital Department which shall be covered by cash payment, money order or personal check made payable to "Southern Pacific Hospital Department"; such payment may be made monthly, quarterly, semi-annually or annually and be sent to the Secretary, Board of Pensions, of the Company at San Francisco, California, so as to reach him not later than the last day of the first month of the period which the payment covers. Those making the contribution will be entitled to hospital privileges under the Rules and Regulations of the Hospital



Department in effect until they reach the age of 65 years when such hospital privileges will automatically terminate. These privileges will be extended only to those who within 60 days from the date of retirement make the payments hereunder, and thereafter continue such payments currently.

The hospital privileges here provided for will only be given when in the judgment of the Chief Surgeon or the attending Department physician, the individual requires medical attention or hospitalization.

**Section 9. (b) Retired contributors—Voluntary.**

Employees who voluntarily retire and thereby relinquish their rights to return to compensated service, and make applications for annuities under either the Railroad Retirement or Social Security Acts, or to the Company for pensions, shall be entitled to the treatment and services described in Section 1 until the expiration of the last period for which they have made contributions to the Fund.

**Section 9. (c) Pensioned employees.**

Retired employees who are annuitants under the Railroad Retirement Act or Social Security Act who were in the service of or in employment relations to their respective Companies on the dates that applications were filed for annuities, and who are entitled to Hospital Department benefits at the time of their retirement, will be issued Pensioner's Medical Card provided they have contributed to the Southern Pacific Hospital Department for at least 240 months. Pensioner's Medical Card will be issued by the Business Manager of Southern Pacific Hospital Department upon proof of eligibility.

Retired employees holding pensioner's Medical Card shall be entitled to treatment at the offices of Division and District Surgeons, Oculists, and Aurists. They shall be entitled to medicines which are fur-

nished contributors free of charge only when prescribed by the Department doctors at the doctor's office or pensioner's residence. They shall not be entitled to treatment at their residences nor to hospitalization.

## CONTRIBUTIONS TO DEPARTMENT FUND

**Section 10. (a) Amounts and by whom made.**

Contributions to the Fund shall be in such amounts per calendar month as may be necessary for the maintenance and operation of the Department, as determined from time to time by the Board of Managers, and shall be made by all employees except:

- (a) Employees whose services are terminated on or before the expiration of the third compensated day of employment.
- (b) Persons employed in regular part-time positions.
- (c) Persons employed temporarily for periods not exceeding one month.
- (d) Contributors who, as the result of violations of these Rules and Regulations, or abuse of privileges, forfeit their rights to the treatment and services provided by the Department, as specified in Section 12.
- (e) Persons regularly employed at places off the line who do not elect, under the provisions of Section 3(d) and Section 3(e) to avail themselves of the treatment and services provided by the Department.
- (f) Contributors who are absent from duty, without compensation, on account of sickness or disability and under treatment or observation by a Department doctor.
- (g) Contributors on leave of absence or on furlough who do not have the right to treatment and services as provided in Section 8.
- (h) Pensioned employees who are under 65 years of age and who are eligible but do not elect to contribute to the Fund, or those who are over sixty-five (65) years of age.

**Section 10. (b) Collection of contributions.**

Contributions for the first month of employment shall become due on the first compensated day after the completion of three compensated days of service whether such three compensated days be consecutive or separated by non-compensated days, and shall become due currently thereafter with respect to each month in which an employee renders compensated service.

**Section 10. (c) No refund of contributions.**

Contributors shall not be entitled to refund because of the termination of their service with the Company or for any other reason, and have no proprietary or vested rights in any of the assets of, or the property used by the Department.

### ORDERS FOR TREATMENT

**Section 11.** Orders for treatment, on the prescribed form and signed by employing officers or supervisory officers or foremen of the Company, shall, when practicable, be presented to Department doctors at the time their services are first required, or promptly following such first treatment. New orders shall be presented each month in which further treatment is required, except when patients are in a hospital.

### LOSS OF PRIVILEGES BECAUSE OF VIOLATION OF RULES

**Section 12.** Contributors who wilfully violate these Rules and Regulations or the rules governing the conduct of patients while in Department hospital, or abuse the privileges of the Department, may be deprived of any further rights to the treatment and service provided.

### TERMINATION OF RIGHTS

**Section 13.** Except as otherwise specifically provided in these Rules and Regulations, the rights of employees to the treatment and services provided by the Department shall cease as the result of:

- (a) Termination of employment.
- (b) Absence on furlough.
- (c) Absence on leave.
- (d) Violation of these Rules and Regulations or abuse of the privileges of the Department.

Provided, however, that any person who on the date as of which his rights would otherwise cease, is undergoing treatment for an ailment or injury, shall continue to receive treatment for that ailment or injury until discharged by the attending surgeon, subject to the limitations specified in Section 7. Any person whose right to treatment has been terminated because of violation of rules or abuse of privileges shall continue to receive treatment of his ailment or injury only at the discretion of the Chief Surgeon.

### SUBROGATION

**Section 14.** Treatment of a contributor on account of injuries for which some other person, firm, corporation, association, or company, is both legally and financially responsible, will be rendered upon the condition that the Hospital Department shall be subrogated to the contributor's claim and have the right to recover from such person, firm, corporation, association, or company, the full value of the medical and hospital service rendered by the Department, and that the contributor will execute such written authority as may be required to enable the Department to recover the same.

## RULES AND REGULATIONS

### SOUTHERN PACIFIC HOSPITAL DEPARTMENT

#### PART II

#### GENERAL

#### SERIOUS ACCIDENTS

**Section 15.** In cases of serious accident in which a number of persons are injured, the officers of the Company having jurisdiction shall immediately notify the Chief Surgeon and the appropriate division and district surgeons by telegraph or telephone of pertinent details, including the number of persons injured, and the character and extent of the injuries if known; and if conditions warrant, they shall summon emergency surgeons and any other available surgeons who may be needed. Division and district surgeons to whom such notices are addressed will proceed at once to the scene of the accident and render such services as may be necessary.

#### TREATMENT OF NON-CONTRIBUTORS

**Section 16. (a)** Injured passengers.

Passengers and other non-trespassers who sustain injuries on the Company's lines shall be treated by division or district surgeons until otherwise instructed by the Chief Surgeon.

**Section 16. (b)** Other injured persons.

Persons other than passengers, employees, and other non-trespassers (e.g., trespassers) who are injured on the Company's lines, shall be turned over to friends or relatives, or to public authorities; but if treatment is necessary in the meantime, it may be given by a division or district surgeon.

**Section 16. (c)** Persons described in Sections 16(a) and 16(b) shall not be sent to a Department hospital except by direction of the Chief Surgeon and the Business manager.

#### ATTENDANTS

**Section 17.** Department doctors will arrange, when necessary, for competent attendants to accompany sick or injured contributors to hospitals, and may themselves accompany such contributors when they deem it advisable. The reasonable expenses of such attendants will be assumed by the Department.

#### FILING OF INSURANCE CLAIMS

**Section 18.** Forms of disability certificates for use by sick and injured contributors in support of claims against insurance companies, benefit associations, etc., are maintained at the General Hospital at San Francisco and the Sanatorium at Tucson, and will be executed without charge and within a reasonable time by members of the staff at those hospitals. They will not, however, execute any other forms of disability certificates for such purposes except as may be required by governmental agencies.

Doctors at places other than the General Hospital and the Sanatorium may make a reasonable charge against interested parties for the execution of any form of disability certificate for such a purpose.

#### DOCTOR'S FEES

**Section 19.** Nothing in these regulations shall be construed as prohibiting Department doctors from receiving reasonable fees from passengers suffering illness while on the Company's trains, when summoned to attend such passengers.

## CONSULTATION AND TRANSFER

**Section 20.** Under direction of Chief Surgeon, attending doctors will arrange, on the request of a patient, and upon advice and consent of attending doctor, for him to consult with other doctors of the Department, and will then proceed with such treatment as the attending and other doctors may agree upon. Attending doctors will likewise arrange, when they deem it advisable, for the transfer of patients for treatment by other Department doctors within the same district.

## EXPENSE NOT ASSUMED

**Section 21.** The Department will not assume any expense incurred in connection with the treatment of sick or injured contributors, or other persons, except as provided for in these Rules and Regulations, or as may be approved in advance by the Chief Surgeon and the Business Manager.

## CARE OF PROPERTY

**Section 22.** Officers and employees who are in charge of any property of the Hospital Department shall inform the Business Manager of any loss of, or damage to, such property. Whenever such loss or damage is due to the wilful neglect of any officer, employee, or patient of the Department, he will be required to compensate the Department in full.

## SANITARY CONDITIONS

**Section 23.** Division and district surgeons shall make careful observations of sanitary conditions on and about the property of the Company at all places within their jurisdictions, especially at places where large numbers of employees and their families reside,

and shall inform the Chief Surgeon of any conditions which may be detrimental to the health of employees or passengers. They shall report any general conditions relative to public health, presence of epidemics, etc., in any localities within their districts.

## EXCEPTIONAL CASES

**Section 24.** In any cases not covered by these Rules and Regulations, or in which any doubt exists as to the proper procedure, the officers or doctors concerned shall communicate with the Chief Surgeon or the Business Manager, and await instructions.

## COOPERATION

**Section 25. (a)** Employees are requested to cooperate with Department by strict observance of these Rules and Regulations and are urged to obtain name, address and telephone number of their local doctor, who should be called in event of sickness or injury, and insert this information in spaces provided in the front of this book.

**Section 25. (b)** Employing officers are asked to cooperate with Department doctors in arranging promptly for rail transportation and sleeping car accommodations for contributors who are sent to hospitals; and in cases of serious illness or injuries, should assist in moving them to hospitals as quickly as possible.

## MEDICAL REPORTS

**Section 26.** Copies of any medical reports furnished to the employer concerning injury or illness of contributors will also be furnished to the contributor on request, provided that such information is deemed not to be detrimental to the health of the

contributor. In case it is deemed inadvisable to furnish the report to the contributor he may designate that it be furnished to a representative.

W. W. WASHBURN  
Chief Surgeon  
S. P. Hospital Dept.

H. J. SHORT  
Business Manager  
S. P. Hospital Dept.

Adopted:

BOARD OF MANAGERS.  
Effective February 14, 1950.