

USNS GENERAL JOHN POPE (T-AP 110)
c/o FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

MEDDEPTINST 6010.4
JLK/ey
1 January 1966

MEDICAL DEPARTMENT INSTRUCTION 6010.4

From: Medical Officer
To: Medical Department Personnel
Subj: Clerical Office; maintenance of

1. Purpose. The purpose of this instruction is to establish policies for the operation and maintenance of the Clerical Office

2. Responsibilities.

a. The Medical Administrative Assistant will supervise the Clerical Office and check all reports and correspondence completed in the Clerical Office.

b. A Hospital Corpsman will be assigned to the Clerical Office and it will be his responsibility to keep the space clean. He will see that all records are kept up to date, and will complete all required reports in accordance with current directives. He will maintain a three months supply of all forms and other clerical supplies required for efficient operation of the Medical Department.

3. General.

a. Files in the Clerical Office will be kept in accordance with SECNAVINST P-5210.

b. Health records will be kept in a safe file. No information from any health record will be released except in accordance with Navy Regulations and the Manual of the Medical Department. There will be a receipt kept of all Health Records received and released. All records will be verified annually in the month of September.

c. A log will be maintained of all out going reports and correspondence from this department.

d. Medical reports and correspondence will be disposed of in accordance with current directives.

e. All incoming mail will be routed to Members of the Medical Department concerned before being filed.

J. L. Keffmiller
J. L. KEFFMILLER
LT, MC, USN