

File -
S. Roman -

Names of all the employees and the routine work performed by each.

Bessie M. Bezanson, Technician.

Her work consists in the preparation of specimens for examination, and the actual technical procedures incident to Wassermann examination.

Josephine Washburn Stenographer and Assistant Technician.

Her work consists in recording of cases, in sending out reports, maintenance of the card catalogue, and the general correspondence of the Laboratory, together with assisting in the preparation of specimens for examination.

Joseph P. Baggs, Laboratory Deiner.

His work consists in the care and feeding of the animals, bleeding the sheep, cleaning of laboratory glassware, and the preparation of Wassermann outfits as requested by institutions and physicians.

W. A. Hinton.

1. General supervision of the Laboratory, purchase of supplies.

2. Standardization of reagents.

3. Examination of records.

4. Obtaining of specimens for examination in the State and private institutions as needed in order to train the physicians of those institutions the manner of obtaining bloods.

5. Afternoon clinic, obtaining bloods from patients sent by private physicians, on Tuesdays and Thursdays.

All daily, weekly and monthly reports prepared by your Division for the Department.

Monthly report to the Director of my Division.