

Post Office Services Varied

One of the biggest and most taken-for-granted services in Duke Hospital is the Post Office.

A bigger operation than the Bragtown Post Office, the Hospital service handles stamps, packages and personal mail from every corner of the world as routinely and efficiently as the government post office. But the Hospital's four-woman operation also adds some touches that you can't find in a government operation.

For instance, the Hospital service maintains a petty cash fund to take care of cards and letters that otherwise might have to be returned to the sender for a penny or two postage due.

Employees start work at 7:30 a.m. to make sure that mail is sorted and distributed by the time the rest of the Hospital really comes to life, and they work until 5 p.m. to make certain that afternoon mail gets out, particularly departmental mail. Someone also works until 3 p.m. on Saturday so that mail will not be held up.

Departmental secretaries are spared the inconvenience of sealing and stamping letters. If the letters are stacked the way they should be, a machine takes care of the rest, sealing and stamping the letters in one operation—at the rate of approximately \$1500 a month in postage.

Since the machine was installed in 1945, the Departments have used up more than \$100,000 in metered mail alone.

To mail packages, patients and employees used to have to carry a package to the storeroom to have it weighed. Now there is a set of scales in the post office, saving former inconveniences. In addition, the post office mails and keeps records on the more than 200 vaccines and serums sent out each month by the various laboratories.

In addition to delivering hundreds of letters daily for patients on the wards, the post office serves more than 1,000 medical and nursing staff, students and administrators. In many cases, two people have to share one box, but 700 boxes simply can't serve more than 1,000 people in any other way.

Started as a simple 300-box opera-

tion for in-coming and out-going mail under the direction of Flint Carden, the Hospital Post Office outgrew its small quarters across from the superintendent's office, and now its present quarters in the basement are not adequate to do a perfect job.

But patients, employees and staff still get the best service possible.

10 Commandments

1. The patient is the most important person in the hospital.
2. The patient is dependent on us; our reputation is dependent on him.
3. The patient is not an interruption of our work—he is our work.
4. The patient does us a favor when he calls; we are not doing him a favor by serving him.
5. The patient is not someone to argue with—but someone to comfort.
6. The patient is a part of our business—not an outsider.
7. The patient is not a cold statistic; he is a flesh and blood human being with feelings and emotions like our own.
8. The patient is a person who brings us his illness—it is our duty to justify his faith in us.
9. A patient is deserving of the most courteous and attentive treatment we can give him.
10. Remember always, if people did not become ill there would be no need for this, or any other hospital.—from "The University Hospital Star," University of Michigan, Ann Arbor.

Markle Scholar

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ment of faculty members." Dr. Eugene A. Stead, chairman of Duke's Department of Medicine, pointed out.

The grant will be paid, \$6,000 annually, to the University, which will administer the funds.

Currently a National Research Council biochemical fellow at the University of Pennsylvania, Dr. Lynn already has contributed to medical literature on hormones, steroids and cholesterol, having published three

Hospital Parking To Get New Look

Have you thought you were parking in Hillsboro lately?

It won't be so very long before Duke Hospital can offer you a space to put your car.

Here are the recommendations which will go into effect as soon as possible. All the recommendations have been passed by the University Traffic Commission and signs will go up in the near future.

1. The West side of the Hospital drive, directly in front of the Hospital and extending to the Heating Plant road, will be reserved for patients and visitors.

2. Rows 1 and 2 in the main parking lot will be reserved for patients and visitors.

3. The present 30-minute and two-hour parking spaces in front of the Hospital will be changed to 1-hour parking. (No changes would be made in the spaces reserved for Psychiatry or for doctors on emergency call.)

4. A new area will be developed on the athletic field across from Baker House, east of the present parking lot. Now underway, the lot will be restricted to hospital staff parking.

5. The new space being constructed along the road to the Men's Graduate Center will be available for general parking. This road will be lighted and the area will hold about 100 cars.

6. Arrangements will be made with the construction foreman by Mr. Whitford to furnish special identification stickers for workmen on the new wing so that their parking can be regulated.

7. Parking behind 2204 Erwin Road will be restricted to patients and staff, and medical students will be asked to park in the area behind the Men's Graduate Center.

scientific papers while a member of the Duke staff from 1948 to 1952.

Dr. Lynn, a native of Clarendon, Va., received the B.S. degree at Alabama Polytechnic Institute and the M.D. degree at the College of Physicians and Surgeons, Columbia University.