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DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
PUBLIC HEALTH SERVICE  
HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION

Date: December 30, 1970

Reply to  
Attn of:

Subject: Request for Suggestions on Policy Manual

To: See Below

1. One of the products that we are going to produce as a result of the FAST implementation is a loose leaf indexed policy manual. At present, policies are stated in Guidelines, Revised Guidelines, NID's, Council minutes, etc.

2. The attached document represents a first attempt to assemble and organize all existing policy statements. I would like you and your staff to examine this material and identify the following:

1. Items not consistent with the new law;
2. Items which should be deleted;
3. New items which should be added;
4. Other items requiring updating or modification.

I would also like your comments on the arrangement of the material and the appropriateness of the headings.

3. A single set of comments and suggestions should be prepared by each of the units addressed. I think it would be most useful if such comments were submitted in the form of marginal notes, word changes or notations on the backs of pages of the present draft. These may be hand written as long as they are legible. If anyone wishes to rewrite whole sections, or draft new sections, staple the new material in the appropriate place.

4. I intend to appoint a small work group to develop an initial re-draft on the basis of the comments received. Because there is some urgency with respect to completing the FAST implementation, I would appreciate your submitting your comments and suggestions to Ken Baum, Room 10-46, by close of business January 15, 1971.

/signed/ Harold Margulies, M.D.

Harold Margulies, M.D.  
Acting Director  
Regional Medical Programs Service

Attachment

Distribution:

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