

## HEAD QUARTERS,

Department East Tenn.,

Knoxville, Oct. 1, 1862.

### Hospital Organization of the Department.

#### General Orders } No. . . }

I. That Regimental Surgeons may be the better enabled to discharge the very important duty of keeping the Army free from any sick that would impede its movements, General Hospitals will be organized throughout this Department as exigency may demand.

II. Regimental Surgeons are enjoined to give attention to General Orders, Adjutant and Inspector General's Office, No. 44, par. V.: "Regimental Medical Officers, when in charge of patients brought to General Hospitals, or in the vicinity of the same, will turn them over to the Surgeons in charge, and return without delay to their Regimental duties."

III. Each Hospital shall be under the control of a Surgeon in charge, or Senior Asst., who shall be responsible for all administration.

Each Hospital will be arranged by Divisions, Divisions by Wards, Wards by Beds.

The Surgeon in charge, or Senior Asst., shall be supported by one Asst. Surgeon to every eighty Beds;

One Apothecary, or Prescriptionist, to every one hundred and fifty Beds;

One Steward. One Asst. Steward, to every one hundred and fifty Beds;

One Matron. One Asst. Matron, to every eighty Beds;

One Ward-Master. One Asst. Ward-Master, to every eighty Beds;

One Orderly;

One Nurse to every ten Beds;

Two Matron's Maids to every eighty Beds;

One Laundress. One Asst. Laundress, to every twenty Beds;

One Cook. One Asst. Cook, to every thirty Beds;

Two Wood Choppers to every five Cooks;

One Ambulance, two Horses with Harness, and one Driver to every one hundred and fifty Beds;

One two-horse Wagon, with Harness, to each Ambulance.

IV. Other Nurses, or Attendants, as may be found to be necessary to the proper care and attention of the sick and wounded in Hospital, will be obtained, by requisition made by the Surgeon in charge, or the Senior Asst., with the approval of the Commanding General, on the Quarter Master; or by solicited detail.

V. Hospital Records shall be completed each night, and a Tabular Report furnished to the Surgeon of the Post by each Surgeon in charge, or Senior Asst., of name, rank, Company, Regiment, of each admission, transfer, desertion, discharge, furlough, return to duty, and death, occurring during the twenty-four hours preceding 6 o'clock, P. M., each day. And these Reports, or their duplicate, shall be transmitted, by the Post Surgeon, to the office of the Medical Director of the Department, on the last day of each and every week.

Hospital Records will be constructed from the Reports of the Asst. Surgeons, Steward and Ward-Master.

VI. Medical Officers and attaches of Hospitals, are enjoined especially to observe and perform the duties required by General Regulations.

Each Asst. Surgeon will report, to the office of the Hospital, with such details or remarks as may be suggested; each death, transfer, furlough, and return to duty, occurring amongst the patients under his charge, during the twenty-four hours preceding 6 o'clock, P. M., each day.

Each Asst. Steward shall report to the Steward, and he to the office of the Hospital—their reports condensed—the occurrences and condition of the Steward's charge, during the twenty-four hours preceding 6 o'clock, P. M., each day.

Each Nurse will report to the Asst. Ward-Master having charge of the Ward the Nurse is serving, each bed in his care vacated, and why; and each Asst. Ward Master, will report to the Ward-Master, and he to the office of the Hospital—their reports condensed—the occurrences and condition of the Ward-Master's charge, during the twenty-four hours preceding 6 o'clock, P. M., each day.

The Ward-Master will assign each Asst. Ward-Master his particular Ward or Wards. And each Asst. Ward-Master will have immediate control of the Nurses having care of Beds and patients in the Wards assigned to him.

The Matron will co-operate, and immediately correspond with the Steward and Ward-Master, in exercising a superintendence over the entire domestic economy of the Hospital.

The Matron will assign each Asst. Matron her particular Ward or Wards, and define her duties. And each Asst. Matron will have immediate control of, and direct, the two Maids placed in her service by the Matron.

The Laundress, under the superintendence of the Matron, will have immediate control and direction of the Asst. Laundresses.

The Hospital Orderly will obey the special orders of the Surgeon and Asst. Surgeons. In the discharge of general duties, the Hospital Orderly will receive all calls at the door, and, courteously, learn the object of the visitation, and will, as far as may be, accomplish it without trouble to other Officers. Thus, if a patient presents, the Orderly will notify the Ward-Master; or if a friend wishes to see a patient to whom a visitor may be admitted, the Orderly will refer to the Records, or to the Ward-Master, and find the Ward, and Bed, occupied by the patient, and conduct the visitor to him. The Orderly will, except the matter be very urgent, detain in the Reception Room visitors who ask for the Surgeon, or an Asst. Surgeon, during the hours of regular visitation through the Wards.

The Surgeon in charge, or Senior Asst., must make monthly reports of the sick and wounded, to the office of the Medical Director of the Department; and quarterly reports of the sick and wounded to the office of the Surgeon General.

The Surgeon in charge, or Senior Asst., must make, monthly, to the office of the Medical Director of the Department, a Statement of the Hospital Fund.

Stewards must take receipts, in duplicate, for all disbursements of moneys, and one of such duplicate will be forwarded as vouchers, with the Monthly Statement of the Hospital Fund, to the office of the Medical Director.

By order of

**Maj. Gen. S. JONES.**

FRANK. A. RAMSEY, Surgeon,  
and Medical Director, Dept. E. Tenn.



The Station will receive and immediately correspond with the Board and the Hospital, in exercising a supervisory and administrative character, in connection with the Hospital. The Station will receive and forward all correspondence, and will have immediate control of, and direct, the two main lines of service by the Station.

The Hospital Clerk will carry the special orders of the Station and the Hospital, in the discharge of general duties, the Hospital Clerk will receive all calls as the duty of the Hospital, and will, in connection with the Hospital, receive and forward all correspondence, and will have immediate control of, and direct, the two main lines of service by the Station.

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Wm. C. JOYCE

FRANK A. BARNETT

and others



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