

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The document emphasizes that every entry must be supported by appropriate documentation and that any discrepancies should be investigated and resolved promptly.

2. The second part of the document outlines the procedures for reconciling bank statements with the company's records. This process involves comparing the bank's records of deposits and withdrawals with the company's internal records to ensure that they match. Any differences should be identified and explained, and the records should be adjusted accordingly.

3. The third part of the document describes the process of preparing the financial statements. This involves summarizing the company's financial performance over a specific period and presenting the results in a clear and concise manner. The document provides detailed instructions on how to calculate and present the various components of the financial statements, including the income statement, balance sheet, and cash flow statement.

4. The fourth part of the document discusses the importance of reviewing the financial statements and providing a clear explanation of the results to the management and the board of directors. This involves analyzing the data, identifying trends and potential areas of concern, and providing recommendations for improving the company's financial performance. The document also provides guidance on how to communicate the results effectively and to address any questions or concerns that may arise.

5. The fifth part of the document describes the process of archiving the financial records. This involves ensuring that all records are properly stored and organized, and that they are accessible for future reference. The document provides detailed instructions on how to create and maintain an effective archiving system, including the use of electronic storage and the implementation of backup procedures.

6. The sixth part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail. The document emphasizes that every entry must be supported by appropriate documentation and that any discrepancies should be investigated and resolved promptly.

7. The seventh part of the document outlines the procedures for reconciling bank statements with the company's records. This process involves comparing the bank's records of deposits and withdrawals with the company's internal records to ensure that they match. Any differences should be identified and explained, and the records should be adjusted accordingly.

8. The eighth part of the document describes the process of preparing the financial statements. This involves summarizing the company's financial performance over a specific period and presenting the results in a clear and concise manner. The document provides detailed instructions on how to calculate and present the various components of the financial statements, including the income statement, balance sheet, and cash flow statement.

9. The ninth part of the document discusses the importance of reviewing the financial statements and providing a clear explanation of the results to the management and the board of directors. This involves analyzing the data, identifying trends and potential areas of concern, and providing recommendations for improving the company's financial performance. The document also provides guidance on how to communicate the results effectively and to address any questions or concerns that may arise.

10. The tenth part of the document describes the process of archiving the financial records. This involves ensuring that all records are properly stored and organized, and that they are accessible for future reference. The document provides detailed instructions on how to create and maintain an effective archiving system, including the use of electronic storage and the implementation of backup procedures.

AREA V PACEMAKER REGISTRY PROJECT...

has been given the "go ahead" signal by CCRMP and is expected to be in full swing within the next three or four months!

The purpose of the Registry is to follow up, through their physicians, the patients with permanent pacemakers who reside in Areas IV, V, VI and VIII of California RMP's. Patients will be entered into the Registry when they have a permanent pacemaker implanted and a follow-up will be made at regular intervals.

The Registry is particularly interested in the patterns of utilization (geographic) of pacemakers; the effect of pacemakers on mortality and morbidity; and the value of a central information and retrieval system to the patient and the practicing physician. It is hoped that these objectives will be met by the regular follow-up of patients and the recovery of pacemakers when patients die or have pacemakers changed.

The project will be supervised by Dr. Michael Bilitch and will be operated by staff consisting of the Pacemaker Registrar, a part-time medical education Research Assistant (under the direction of Dr. John S. Lloyd, Assistant Coordinator, Evaluation for Area V) a secretary, and a number of professional consultants.

Technical assistance in pacemaker performance check-out is being provided by the Electro Magnetic Techniques Division of the Aerospace Corporation in El Segundo. Mr. Herb Wintraub and his technical staff will be of great help in this respect. Others who will help, include Medic Alert Foundation in Turlock, California, the California Funeral Directors Association, and the various County Coroners' offices.

Dr. Bilitch, who is Associate Professor of Medicine in Cardiology at USC School of Medicine, is in charge of the Arrhythmia Clinic at LAC-USC Medical Center and is well-known in the field of pacemaker implantation.

AREA V CARDIAC RESCUE COURSE

for police, sheriff, and County fire department instructors has been cancelled, due to an announcement received on April 1 from DRMP: "The following item on Cardiopulmonary Resuscitation Training, excerpted from the Minutes of the National Advisory Council of RMP, Dec. 16-17, 1969, is announced for the first time: 'RMP grant funding for projects in cardiovascular resuscitation training must be limited to activities which are directed principally to medical and allied health personnel. Such personnel must be employed in hospitals and other inpatient facilities, or in outpatient or emergency facilities operated by or directly related to institutions which can provide immediate follow-up care.'"

* * * *

HOSPITAL MEDICAL STAFF CONFERENCE

has accepted 225 participants, reports WILLIAM A. MARKEY. About 30% are from AREA V, 36% from other Southern California locations, and 33% from elsewhere in California. Of the registrants, about 60% are physicians, 30% are administrators, and 10% trustees and others.

* * * *

EAST LOS ANGELES

Everyone is invited to attend the Open House to be held from 3-7 p.m. Sunday, Apr. 19, at ELA Health Center at 670 S. Ferris. The whole center has been repainted, there's a new tile roof and new flooring and it really looks very nice. And, for the very first time, a sign identifies the Health Center in Spanish as well as English! So come share the mariachi music, refreshments, displays and fun-- todos bien venidos!

* * * *

PROGRAM DIRECTION COMMITTEE...

composed of Chairman David E. Olsson, Drs. Henrik L. Blum, Albert G. Clark, Eldon E. Ellis, Elliot Rapaport and DONALD W. PETIT, was appointed last November to CCRMP to consider what project concepts are germane to RMP and to provide recommendations for the relationship of RMP to Comprehensive Health Planning (CHP).

At a meeting in late February, the Committee resolved that a recommendation be made to CCRMP that proposals submitted for consideration contain written documentation of the relationship to the Law, the Guidelines, National Advisory Council policy, and the objectives adopted by CCRMP; and that the appropriate CHP B Agency be made aware of the project concept during the early stages of development of proposals.

Meeting later with representatives of CHP there was general discussion on the need for consolidation of activities of mutual concern between the two programs and agreement that a small joint committee be appointed by the State Health Planning Council and CCRMP to develop recommendations for a working relationship. It was suggested that ample opportunity exists for the programs to work together and complement each other, that perhaps objectives of RMP areas and working plans of CHP agencies should be exchanged for comparison purposes, and an attempt should be made to define what is presently being accomplished and what utilization can be made of resources between the two programs.

AREA V REGIONAL MEDICAL PROGRAMS
CALENDAR
April 1970

Friday, April 17

AREA V	Committee Chairmen's Meeting	11:30 a.m. RMP Conference Room
CCRMP	Stroke Categorical Committee Meeting	2 to 4 p.m. UC Davis

Tuesday, April 21

COMP - L.A.	Environmental Health	1:30 p.m. Los Angeles
COMP - L.A.	Personal Health Services	6:30 p.m. Los Angeles

Wednesday, April 22

AREA V	Staff Meeting	9:30 a.m. RMP Conference Room
CCRMP	CCU Coordinating Committee	6:00 - 9:30 p.m. San Francisco

AREA ADVISORY GROUP MEETINGS FOR 1970

May 12 July 14 September 8 November 10

COMMITTEE CHAIRMEN'S MEETINGS FOR APRIL, MAY, JUNE

April 17 May 1 June 5 June 19

STAFF MEETINGS SUBJECT TO CHANGES--CHECK WITH OFFICE FOR LATEST INFORMATION

V minute news

Published by

CALIFORNIA REGIONAL MEDICAL PROGRAMS

AREA V

**UNIVERSITY OF SOUTHERN CALIFORNIA
SCHOOL OF MEDICINE**

AREA OFFICE

1 West Bay State Street
Alhambra, Calif. 91801
Telephone (213) 576-1626

Editor - Elsie McGuff

Area V Staff

Donald W. Petit, M.D.	Area Coordinator
William A. Markey, M.S.	Deputy Coordinator
Russell D. Tyler, M.D.	Operations Division
Frank F. Aguilera, M.P.A.	Community Programs
Gladys Ancrum, Dr. P.H.	Coronary Care Program
Dorothy E. Anderson, M.P.H.	Community Programs
Kay D. Fuller, R.N.	Nursing
Leon C. Hauck, M.P.H.	Health Data
John S. Lloyd, Ph.D.	Evaluation
Elsie M. McGuff	Communications
Clyde E. Madden, A.C.S.W.	Social Work
Toni Moors, B.A.	Community Programs
Luis A. Pingarron	East Los Angeles
Vivien E. Warr, R.N.	Coronary Care Programs

Committee Chairmen

Area Advisory Group	Chester A. Rude
Cancer	Lewis W. Guiss, M.D.
Chronic Disease	Russell D. Tyler, M.D.
Cardiac	George C. Griffith, M.D.
Continuing Education	Phil R. Manning, M.D.
Hospital Administrators	Henry B. Dunlap, M.P.H.
Library Services	John M. Connor, M.
Nursing	Fotine O'Connor, R.N.
Stroke	Robert H. Pudenz, M.D.
Systems & Computers	Lee D. Cady, M.D.
Social Workers	Bernice W. Harper, A.C.S.