

NORTHWESTERN UNIVERSITY DENTAL SCHOOL

DEAN'S OFFICE

NORTHWESTERN UNIVERSITY BUILDING

CHICAGO, ILLINOIS.

Sept. 3, 1909.

Dr. F. S. McKay,
Post Office Bldg.,
Colorado Springs, Colo.

Dear Doctor:-

I send today the copies of the report which I have written, and with it I have included our plan of keeping records with the tables, or forms, that we use. You will see that all of our records of fillings are made on these forms, and they are described sufficiently, I think, on page (13) of the little book which I include with this.

You will see in the form for card which I have made out for you, that I have used only the figures representing the teeth of one side of the upper jaw. This seems to me to be entirely sufficient for your work, as you could not undertake to do much in the way of noting the particular teeth; only note the groups of teeth as I have outlined them. I have placed a line over the first group - incisors, cuspids and first molars - and a line under the second group - bicuspid and second molars - so that they will be easily caught by the eye. I have a notion that you would find it better to use a check mark for teeth that are normal, thus - ✓, rather than to leave them without marking, as I have written on the card. I have changed one of the cards, which I have marked #2 to identify it, to read in that way, you will notice. Of course all of these things are left to your discretion. I think, though, that I would print in very fine type this instruction for marking, whatever you make it, for in this way every one who takes it up will see at once what the markings mean. This makes four markings to be used, all told, unless

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you find that there is something else that you think should be marked. I think, however that these four are as many as should be undertaken. It is easy to over-load such work and make it require too much time. You will not get far in the examinations until these markings become so familiar to you that you will make them almost without thought.

You will notice on the 12th page of the student's record in the little book, that we use these figures representing the teeth without the forms that we print, and may use them in any kind of a book, simply drawing a line to represent the side of the mouth and using the letter or figure, thus - /4) 5)/ - would represent a distal filling in the left upper first bicuspid, and a mesial filling in the right upper second bicuspid. The letters and figures may be used in the same way in writing should you wish to do it. This part of the scheme of record keeping, however, will not occur in the work that you are doing, unless you want to make some particular references to some case. That you could do under the space left for remarks. It is best to make this whole matter just as simple as possible.

I am mailing to you under separate cover the Northwestern Dental Journal for March, 1904, in which you will find an article beginning on page (15) on "The Keeping of Dental Records and Accounts," by my son, A. D. Black, that may be of interest to you in this connection. You will see there that large use is made of this system. Indeed a great many are making use of it, and all of our school work is done with it.

Very truly,

G. V. Black

G.V.B.

J. S. McKay

*720 College Building
Chicago, Ill. 16-1*

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Sept. 3, 1909.

To the President of the Chamber of Commerce,
Colorado Springs, Colorado.

Dear Sir:-

The enclosed report has been prepared by me at the invitation of the State Dental Association of Colorado, as related in its first page. Following the usual custom in such matters, the Society should publish this report as a part of its proceedings. In discussing the matter with the local dentists and other members of the Association that were available, sometime after the adjournment of the meeting, and with you and other interested citizens, it was not deemed best to do this at present, but to with-hold it from publication until sufficient time has been given for a more complete investigation; and especially to give the city of Colorado Springs, or the citizens most interested in its welfare, the opportunity to learn the whole situation and take such part as they may see fit in the investigations yet to be made.

Therefore this report is primarily referred to you through the active members of the committee appointed to begin this work, by the Colorado State Dental Association, Drs. Isaac Burton and P. S. McKay, who will hand you this in person. In the meantime it will not be regarded as out of the way for professional men to discuss this matter freely, with-holding publications of it. Indeed this could not now be prevented.

Very respectfully submitted,

G.V.B.

Geo W Black

(4 copies sent)-