

Guide to the Park Avenue/Park Ridge/Unity Hospital Records 2017.001

Finding aid prepared by Amie Alscheff

This finding aid was produced using the Archivists' Toolkit

September 22, 2017

Describing Archives: A Content Standard

Rochester Medical Museum and Archives

May 2017

1441 East Avenue

Rochester , NY, 14610

585-922-1847

Table of Contents

<u>Summary Information</u>	3
<u>Historical Note</u>	4
<u>Arrangement</u>	5
<u>Administrative Information</u>	5
<u>Bibliography</u>	5
<u>Collection Inventory</u>	6
<u>Record group I. Institutional history</u>	6
<u>Record group II. Clinical</u>	8
<u>Record group III. Nursing</u>	12
<u>Record group IV. Non-clinical</u>	13
<u>Record group V. Park Ridge Hospital/Unity Health System Foundation</u>	31

Summary Information

Repository	Rochester Medical Museum and Archives
Title	Park Avenue/Park Ridge/Unity Hospital records
Date [bulk]	Bulk, 1970-2000
Date [inclusive]	1908-2014
Extent	46.2 Linear feet 94 document boxes, 6 flat boxes, 1 rolled tube
Language	English
Abstract	<p>This collection documents the development of the Park Avenue Hospital in Rochester, NY, its relocation from downtown Rochester to the suburb of Greece (where it was renamed Park Ridge Hospital), its growth there, and its subsequent merger with St. Mary's Hospital to create the Unity Health System. Older materials documenting the Park Avenue Hospital also include information pertaining to the Park Avenue Hospital School of Nursing. The bulk of the collection consists of materials generated by the hospital administration and Corporate Communications Department: annual reports, meeting minutes, news releases, news clippings, newsletters, working files created by employees, and printed material used for advertising and public relations. A small amount of photographic material is found throughout the collection.</p>

Historical Note

Park Avenue Hospital opened in 1907 as a 40-bed private hospital owned and operated by Dr. Charles Barber. The three-story brick building, located at 789 Park Avenue in the city of Rochester, New York had been constructed by Dr. John F.W. Whitbeck in 1894. Facing financial losses, Dr. Whitbeck closed the hospital in 1904 and rented the property to a private boys' school for three years before it was purchased and remodeled by Dr. Barber.

In 1921, the Park Avenue Clinical Hospital was incorporated as a non-profit general hospital. Dr. Barber continued to maintain a professional office at the hospital and served as the first Chairman of the Board of Directors. The name was shortened in 1926 to Park Avenue Hospital, Inc.

From 1908 to 1948, Park Avenue Hospital was home to a nursing education program. The school was chartered by the State of New York in 1908 as the Park Avenue Training School for Nurses. It was later known as the Park Avenue Clinical School for Nurses and finally the Park Avenue Hospital School of Nursing. During World War II the School of Nursing prepared young women to enter the United States Cadet Nurse Corps, helping to alleviate the critical shortage of nurses during the war. In 1949, the Park Avenue Hospital School of Nursing merged with Rochester General Hospital's nursing school.

The consolidation of nursing schools was intended to be the first step towards a complete merger between Park Avenue Hospital and Rochester General. Even before the post-World War II economic boom, Rochester's suburban population was expanding beyond the center of the city, where existing community hospitals were concentrated. The non-profit Rochester Hospital Fund determined that a new hospital was needed to serve the north side of the city and the northern suburbs extending between downtown Rochester and the Lake Ontario shore. Due to administrative disagreements, Park Avenue withdrew in 1951 from the projected "North Park Hospital" and Rochester General Hospital went on alone to construct a new hospital on Portland Avenue.

By the 1960s, changing demographics spurred by the post-World War II economic boom made it evident that a hospital was greatly needed on the west side of Monroe County. This economically driven population shift, combined with an inability to physically expand in its original location, led to the relocation of the Park Avenue Hospital to a new campus constructed on a parcel of farmland in the town of Greece, NY. The new hospital, now renamed Park Ridge Hospital, opened in 1975.

The expanded physical footprint provided by the hospital's relocation allowed it to perform more procedures as well as offer an expanded range of services to the community, ranging from chemical dependency and mental health programs to child care and long term care for the elderly. By the early 1990s, it became evident that smaller-capacity hospitals would have a difficult time surviving in the changing healthcare environment. In 1997, Park Ridge Hospital and St. Mary's Hospital merged to form Unity Health System, creating a system offering a wide range of services to the Rochester community. Park Ridge Hospital kept its name until 2006, when it changed to Unity Hospital. Subsequent development of healthcare reform legislation in the late 2000's gave rise to further economic changes, resulting in a merger between Unity Health System and Rochester General Health System in 2014 to form Rochester Regional Health, a multi-hospital network.

Arrangement

The collection has been arranged in five record groups: I. Institutional history, II. Clinical, III. Nursing, IV. Non-clinical, and V. Park Ridge Hospital/Unity Health System Foundation.

Each record group is further divided into subgroups and series.

Administrative Information

Publication Information

Rochester Medical Museum and Archives May 2017

Conditions Governing Access

The collection is open to researchers, with the exception of a small amount of material containing patient information (patient registers and mortician's receipts tracking the remains of deceased patients). Access to this portion of the collection is restricted under the federal Health Insurance Portability and Accountability Act (HIPAA).

Bibliography

Britton, Kathleen E. "Arrangement and Description of the Park Avenue/Park Ridge/Unity Hospital Collection, DHP Grant Project Application Narrative, 2016-2017 Grant Cycle."

Evans, Sue-Jane K. *A Hospital Grows: Rochester General Hospital*. Rochester, NY: Rochester General Hospital, 1974.

"Park Ridge Health System Heritage: Foresight and Innovation," circa 1990, box 1, folder 11, Park Avenue/Park Ridge/Unity Hospital Collection, Rochester Medical Museum and Archives.

Record group I. Institutional history

Collection Inventory

Record group I. Institutional history 2.2 Linear feet 4 document boxes, one flat storage box

Series 1. Park Avenue Hospital, 1908-1977 1.5 Linear feet 9 folders, one bound volume, one scrapbook

Scope and Contents

Miscellaneous materials, including documents, images, news clippings, and a scrapbook, focused on the history of Park Avenue Hospital. Documents include written histories of Park Avenue Hospital, prepared by various writers at various points between approximately 1950 and 1977. Images are black and white photographic proof sheets showing images taken by John Griebisch in December 1973. The scrapbook, covering the years 1912-1962, includes material on the Park Avenue Hospital School of Nursing. Also included are a small number of very early bills from 1908 and 1924, for hospital services provided to members of the Folts family at the Park Avenue Clinical Hospital.

Series 2. Park Ridge Hospital/Park Ridge Health System, 1946-1999 3.5 document boxes, 1 oversize folder, 1 rolled storage tube

Subseries a. Park Ridge Hospital planning documents, 1946-1980 1.25 Linear feet 3 boxes

Scope and Contents

This series mainly consists of reports and other documents that guided the relocation of Park Avenue Hospital to the town of Greece and the construction of the new Park Ridge Hospital facility there. Includes treasurer's reports from the Rochester Hospital Fund; minutes of meetings between the

Subseries b. Park Ridge Hospital dedication,

Northwest Hospital Committee, Greece Council, and Rochester Chamber of Commerce; and numerous reports prepared by hospital consultant group Gordon A. Friesen Associates, Inc.

Subseries b. Park Ridge Hospital dedication, 1975 4 folders

Scope and Contents

Materials related to the September 5, 1975 dedication of Park Ridge Hospital. Included are a small number of loose scrapbook pages containing news clippings and other memorabilia; correspondence from U.S. Congressional Representative Barber B. Conable, Jr. and Vice President Nelson Rockefeller; a photograph of the event; and two copies of the dedication ceremony program, with one copy autographed by Vice President Rockefeller.

Subseries c. Park Ridge Hospital blueprints, 1997-1998 1 rolled storage tube, 13 pages

Scope and Contents

Blueprints created by D.B. Gardner, Architect and McCord Landscape Architecture showing proposed additions and renovations to the Park Ridge Hospital campus in Greece. The plans depict an obstetrics addition; emergency department; rehab, medical education, and medical procedures areas; surgicenter; and intensive care unit.

Subseries d. Miscellaneous Park Ridge Hospital information, circa 1980s

Scope and Contents

General informational and historical brochures, campus maps, self-guided tour script, and visitor's guide to Park Ridge Hospital campus.

Series 4. Park Ridge Nursing Home, 1970s 4 folders

Series 5. Park Avenue/Park Ridge Hospital archives notes, correspondence, ...

Scope and Contents

A small series of materials documenting the early years of Park Ridge Nursing Home, including a proposal document from 1969, informational leaflet, floor plans, and newspaper clippings.

Series 5. Park Avenue/Park Ridge Hospital archives notes, correspondence, and informational files, approximately 1970-1995 6 folders

Scope and Contents

Materials related to archives activities undertaken at Park Ridge Hospital during the 1980s and 1990s. While there does not appear to have been a formally designated archives program during this period, various staff in the Park Ridge library and public relations departments saved information pertaining to the history of the Park Avenue/Park Ridge Hospital as well as the history of the land in the town of Greece that became the hospital site. Materials in the series include handwritten notes, memos and correspondence, and a small number of photographs depicting the Wagner Cemetery graves relocated from the Park Ridge site in 1967. Also included is a report (undated) prepared by Grant B. Romer for the Hospital Archives Group, which surveys the archives programs of Park Ridge Hospital, along with Rochester General Hospital, Genesee Hospital, St. Mary's Hospital, and Highland Hospital.

Series 6. Unity Health System merger, 1997-1999 2 folders

Scope and Contents

Miscellaneous public relations documents celebrating the newly formed Unity Health System. Also, correspondence and drafts of documents crafting public statements regarding concerns about compliance with Catholic ethical and religious directives for reproductive health services at Unity.

Record group II. Clinical 5.0 Linear feet 2 document boxes, 3 flat storage boxes

Subgroup A. Medical staff records

Subgroup A. Medical staff records

Series 1. Park Avenue Hospital medical staff records, 1946-1974 0.4 Linear feet 1 document box

Scope and Contents

This series comprises the minutes of medical staff committee meetings, directory listings of medical staff appointments, physician manuals that describe the policies and procedures of Park Avenue Hospital, and copies of the by-laws of the medical staff.

Subseries a. Minutes of medical staff committee meetings, 1960-1969 11 folders

Scope and Contents

Committee meetings were held monthly. Minutes are available for the following committees and date ranges: Executive Committee (1962-1969), Record and Accreditation Committee (1960-1965), Tissue Committee (1960-1966), Infection Committee (1960-1967), and various other committees (1961-1968).

Subseries b. Medical staff appointment listings, 1972-1974 1 folder

Subseries c. By-laws and physician manuals, 1946, 1965-1970 4 folders

Scope and Contents

The 1946 by-laws and physician manual are contained in one document. The series includes an additional two manuals (circa 1965-1970), a document describing proposed changes to the medical staff by-laws (circa 1965-1970), and a copy of the by-laws dated 1970.

Series 2. Park Ridge Hospital/Park Ridge Health system medical staff recor...

Series 2. Park Ridge Hospital/Park Ridge Health system medical staff records, 1975-1985, 1994 6 folders

Scope and Contents

The series comprises a form letter addressed to prospective house physicians, circa 1975-1985; medical staff appointment listings, 1976-1988 (listings for 1981 and 1984 are missing); and a directory of the medical/dental staff, 1994.

Series 3. Unity Health System medical staff records, undated 1 folder

Scope and Contents

A single document: Unity Health System Internal Medicine Residency Program Question and Answer Fact Sheet, undated.

Subgroup B. Patient records

Series 1. Park Ridge Hospital patient registers, November 4, 1974-December 31, 1977 2.6 Linear feet 2 flat storage boxes

Scope and Contents

The patient registers consist of three bound volumes, covering the date range from November 4, 1974 through January 8, 1976, and three sets of loose pages, covering the date range from July 31, 1977 through December 31, 1979.

Bound volumes are handwritten, and provide the following information for each patient: date and time of admission, an assigned hospital identification number, patient's full name (first, last, and middle initial), home address, gender, age, religion, room number, and last name of physician.

Series 2. Mortician's permit and receipt for body forms,

Loose pages are typewritten, and provide: date of admission, assigned hospital identification number, full name of patient (first, last, and middle initial), home address, and last name of physician.

Restricted Access

HIPAA

Series 2. Mortician's permit and receipt for body forms, May 7, 1976-June 2, 1979 1.0 Linear feet 1 flat storage box

Scope and Contents

Each pre-printed form provides the following information: date and time when patient remains were released, name of the deceased, name of the funeral home or other organization receiving the remains, date and time of receipt, and signature from a representative of the organization receiving the delivery.

The forms are housed in three spiral-bound volumes, covering the date ranges: May 7, 1976 through January 15, 1977; August 27, 1977 through March 26, 1978; March 29, 1978 through November 7, 1978. In addition, the series includes loose pages of forms covering the date range November 8, 1978 through June 2, 1979.

Restricted Access

HIPAA

Subgroup C. Medical departments

Series 1. Park Ridge Chemical Dependency, 1981-1998 0.8 Linear feet 2 document boxes

Scope and Contents

This series contains brochures and other printed material pertaining to events, services, and activities offered by Park Ridge Chemical Dependency. Also included are copies of the newsletter

Series 2. Park Ridge Hospital miscellaneous departments,

"Recovery" from 1981-1984, and working documents created by the Park Ridge Hospital Corporate Communications Staff during planning for the opening of the Evelyn Brandon Health Center (including ten color photographs depicting construction and remodeling at the 81 Lake Avenue site).

Series 2. Park Ridge Hospital miscellaneous departments, 1985-1988, undated 3 folders

Scope and Contents

The series comprises: policy and procedure manuals for the G.I. Unit and Intensive Care Unit, and a brochure promoting "The New Park Ridge Hospital Emergency Department."

Series 3. Unity Health System/Unity Hospital miscellaneous departments, 1997-2009 3 folders

Scope and Contents

The series comprises: one copy of the St. Mary's Hospital Brain Injury, Pediatric and General Rehabilitation Program Patient and Family Handbook, circa 2000; informational pamphlets describing the Unity Acute Rehabilitation & Brain Injury Program, circa 2009; and a patient intake form and brochure for the Seton Ambulatory Center at St. Mary's Hospital, circa 1997-2000.

Record group III. Nursing 6 folders

Series 1. Park Ridge Nursing annual reports, 1989-1995 5 folders

Scope and Contents

The series includes copies of five annual reports. No report is available for 1993. The report for 1994-1995 is combined. Reports contents vary from year to year but generally include an overview of nursing services and accomplishments, nursing statistics, listing of promotions, and recipients of the Nurse of Distinction award.

Series 2. Park Avenue Hospital School of Nursing,

Series 2. Park Avenue Hospital School of Nursing, circa 1930s, 1973-1977 2 folders

Scope and Contents

The series contains correspondence between Victor C. Rowley (Director of Development at Park Avenue Hospital) and various alumni of the Park Avenue Hospital School of Nursing; background material, such as alumni contact listings; and a small number of class photographs. Project goal was to locate a complete set of class photos from the Park Avenue nursing school, with the objective of displaying them in Park Ridge Hospital. The project remained uncompleted as of 1977.

Record group IV. Non-clinical 33.8 Linear feet 81 document boxes, 2 flat boxes

Subgroup A. Administration 0.8 Linear feet 2 document boxes

Series 1. Park Avenue Hospital administration records, 1921-1973 0.6 Linear feet 1.5 document boxes

Scope and Contents

The series comprises minutes of the meetings of the Board of Directors and the minutes of the Annual Meetings of all members of the Park Avenue Hospital, Inc. corporation. Also included is a listing of the names and contact information of the Board of Directors for 1972-1973.

Subseries a. Board of Directors meeting minutes, 1926, 1936-1959 0.6 Linear feet 1.5 document boxes

Scope and Contents

Subseries b. Board of Directors member listing,

The Board of Directors met between 6 and 12 times each year. Supplemental documents are included, such as budget reports, special resolutions, and correspondence that were discussed at the meetings.

Subseries b. Board of Directors member listing, 1972-1973 1 folder

Scope and Contents

Names and contact information for the members of the Board.

Subseries c. Annual Meeting minutes, 1921-1967 4 folders

Scope and Contents

Annual meeting of the members of the corporation of the Park Avenue Hospital, Inc. (known as the Park Avenue Clinical Hospital from 1921-1925). The first Annual Meeting took place on December 7, 1921, and includes a copy of the hospital's incorporation papers. Supplemental documents, such as budget reports, are included.

Series 2. Park Ridge Hospital administration records, 1974-1989 5 folders

Scope and Contents

This series contains materials related to the Annual Meetings for 1987-1989: correspondence regarding arrangements with the guest speakers, Fred Friendly (1987) and Dennis S. O'Leary (1988); slides from presentations delivered at the 1987 and 1988 meetings; and an invitational postcard to the 1989 meeting, featuring speaker Gerald L. McManis. Also included are a Board of Directors member Orientation Manual (1987) and lists of names and contact information for the 1974-1975 and 1976-1977 boards.

Subgroup B. Annual reports, 1946-2003 0.8 Linear feet 2 document boxes, plus 2 folders

Series 1. Park Avenue Hospital annual reports and administrator's reports,

Series 1. Park Avenue Hospital annual reports and administrator's reports, 1946-1971 0.2 Linear feet 0.5 document box

Scope and Contents

The format of the reports changed in 1969 from typed and duplicated reports to a printed booklet. The administrator's report, which had been a separate document from 1946 to 1968, became one page in the annual report for 1969 and disappeared by 1970.

Series 2. Park Ridge Hospital annual reports, 1977-1987 0.2 Linear feet 0.5 document box

Scope and Contents

The series does not contain one overall report for Park Ridge Hospital for the year 1980. There are separate 1980 reports for the Park Ridge Hospital Auxiliary, Nursing Home, Foundation, and Chemical Dependency and Western Monroe Mental Health Center. Reports are available for all other years in the date range, with two to three copies available for most years.

Series 3. Park Ridge Health System annual reports, 1988-1995 0.2 Linear feet 0.5 document box

Scope and Contents

Annual reports for Park Ridge Health System from 1988-1995, with financial data presented for the six separate corporations that made up the health system: Park Ridge Hospital, Park Ridge Chemical Dependency, Park Ridge Mental Health Center, Park Ridge Long Term Care, Park Ridge Child Care Center, and PRH, Inc. Some years also include information on the Park Ridge Auxiliary and Park Ridge Foundation. Two to three copies of the annual report are available for each year in the date range.

Series 4. Unity Health System annual reports, 1996-2000, 2003 0.2 Linear feet 0.5 document boxes

Series 5. Miscellaneous annual reports,

Scope and Contents

The annual report for 1996, the first to be published after the January 1997 finalization of the merger, presents separate financial data for St. Mary's Hospital and Park Ridge Health System. In all years after 1996, information is presented for the health system as a single entity. At least one copy of the annual report is available for all years in this range, with two to three copies available for most years.

Series 5. Miscellaneous annual reports, 1982, 1990-1991 3 folders**Scope and Contents**

The series comprises three reports: the second annual report of the Upstate Health System (1982) and two annual reports from the Park Ridge Hospital Cancer Program (1990-1991).

Subgroup C. Departments 34.9 Linear feet 77 document boxes, 2 flat boxes**Corporate Communications Department 34.1 Linear feet 75 document boxes, 2 flat storage boxes****Series 1. Newsletters, 1943-2007 3.8 Linear feet 9 document boxes****Scope and Contents**

The series includes newsletters published by the Corporate Communications Department from the 1970s through 2007, with the bulk of the series consisting of the two long-running official Park Ridge newsletters, Park Bench and Prism. The series also includes two earlier newsletters, the P.A.H. Chatterer and Park Pennant, which appear to have been published by and for the hospital staff before the creation of the Corporate Communication Department.

Subseries a. P.A.H. Chatterer, 1943-1944 1 folder

Subseries b. Park Pennant,**Scope and Contents**

Five issues, published May 4, 1943 (first issue); June 4, 1943; July 25, 1943; December 2, 1943; and December 18, 1944. According to the December 2, 1943 issue, no issues were published between July and December. It is not known whether other issues were published in 1944 prior to the December 18 issue, or whether further issues were published beyond this date.

Historical Note

The Chatterer was created for the purpose of sharing hospital news with staff members serving in the armed forces. It describes events at the hospital, but also contains personal news about employees and their family members. It is not clear whether this was an official publication of the hospital or a voluntary activity undertaken by certain members of the staff. The December 2, 1943 names the individuals "sponsoring" the publication as: Lela Callaghan, M. Evelyn Mead, Marion E. Wagner, Lois Gates, and Helen M. Yerger.

Subseries b. Park Pennant, August 15, 1953 and April 29, 1954 1 folder**Scope and Contents**

Two issues: Vol. I, No. 5 (August 15, 1953) and Vol. II, No. 4 (April 29, 1954). Unclear how many issues of The Park Pennant were published in total. The content includes news from the Board of Directors, Auxiliary, and Alumnae of the nursing school, as well as personal news from the hospital staff (birthdays, anniversaries, vacations, family news). The two issues present also include a "Doctor of the Month" feature devoted to one physician's career. The doctors profiled are Dr. Charles Reitz and Dr. Robert J. Campbell.

Subseries c. Park Bench, December 1971-January 1980 0.4 Linear feet 1 document box**Scope and Contents**

Two copies of each issue, missing the September 1975 issue.

Subseries d. Prism,**Processing Information**

Before processing, the collection included an additional collection of Park Bench issues that had been photocopied in reduced size to fit on letter size paper and stored in a three ring binder. These photocopies were mostly discarded, except that, when two original copies of an issue were not available for an issue, a photocopy was retained to make up a total of two copies. These photocopies appeared to be in good condition and were not recopied.

Historical Note

Park Bench served as the official newsletter of the Park Avenue Hospital, Park Ridge Hospital, and Park Ridge Nursing Home. By 1973, it was being used as a vehicle for public relations as well as internal employee communication. Issues were mailed to local news media, the Board of Directors, other local health organizations, and retirees, as well as current hospital employees. In June 1974, the newsletter masthead began to identify the Development Department as the publisher, amended the next month to become the Department of Corporate Communication. By 1980, the newsletter was published by the Department of Public Relations.

It is not clear when Park Bench began publication, but the earliest issue in this collection (December 1971) does not appear to be the first.

Between 1971 and 1973, the newsletter was published 6 times each year on 8.5" x 11" paper with a stapled binding. In 1974, Park Bench began publishing monthly. In June 1974 the newsletter changed to a larger bifold format, stating that the change was made in anticipation of a greater volume of news and information to share with employees as the hospital moved to its new campus in Greece.

In February 1980, Park Bench ceased publication and was replaced by a new hospital newsletter, Prism.

Subseries d. Prism, 1973-1974, February 1980-January/February 1997 1.7 Linear feet 4 document boxes

Historical Note

Two different publications were put out by the Park Avenue/Park Ridge hospitals under the name Prism. The original Prism was a quarterly magazine published by Park Avenue Hospital's Department of Development for a brief period in the early 1970s. Its purpose was to chronicle the construction of

Subseries e. The Unifier/u&i news,

the new Park Ridge Hospital campus in Greece, and potentially to serve as an ongoing informational newsletter to publicize the new hospital's programs. However, the publication was allowed to lapse.

In February of 1980, the Public Relations Office of Park Ridge Hospital and Park Ridge Nursing home rebranded its existing employee and community newsletter, called Park Bench, and chose to revive the name of Prism for the new publication. The name was chosen, as explained in the inaugural February 1980 issue, to describe the publication's purpose in gathering and disseminating news across the entire spectrum of separate corporations that made up the increasingly complex organization.

Scope and Contents

The series includes five issues of the original Prism magazine, running from Winter/Spring 1973 to Spring 1974. The bulk of the series consists of the later, revived Prism staff newsletter, which ran from February 1980 through 1996. Prism was typically published on a monthly basis, with occasional combined monthly issues or special editions. Special editions included: "At Issue: A Supplement Profiling Length of Stay (December 1992)" and "Ice Storm 1991" (published in April 1991, describing how Park Ridge employees coped with Rochester's devastating March 1991 ice storm).

Prism also included separate newsletters from the corporations that made up the Park Ridge Health System, which appeared as two page inserts. Each of these was published no more than quarterly, and they appeared in rotating issues throughout the year. Regular inserts included: "Focus: News from Park Ridge Human Resources," "Quest for Quality," "Recovery: News from Park Ridge Chemical Dependency," "The Probe: News from Western Monroe Mental Health Center," "Outlook: News from Park Ridge Mental Health Center," "Crossroads: News from Park Ridge Long Term Care," and "Cornerstone: News from Park Ridge Foundation."

Between 1980-1990, each May issue of Prism appears to have been devoted to the hospital's annual report. This issue is missing for the years 1983-1988. In 1989, the full year was published on a bimonthly basis plus an additional standalone issue for July. The May/June 1989 issue is missing. The year 1993 is missing issues for July and August. For the year 1996, we have an additional August issue in a smaller format and a June "Extra Edition" but November is missing.

Subseries e. The Unifier/u&i news, March 1997-April 2007 0.6 Linear feet 1.5 document boxes

Processing Information

Subseries f. Unit Dose,

Original copies of the September and October 2004 issues and the 2007 issues sustained water damage prior to processing. These issues were photocopied and the originals were discarded.

Historical Note

The first issue of The Unifier was published for the week of March 24, 1997. This bi-weekly newsletter served as the employee bulletin for all employees and volunteers of the newly formed Unity Health System (in March-April 1997 the newsletter referred to the organization as the St. Mary's-Park Ridge Health System). The Unifier was produced by Unity Health System's Corporate Communications Department. It ran through July 2002, when it was rebranded as u&i news.

The first issue of u&i news appeared August 8, 2002. It continued the bi-weekly publication schedule established by the Unifier.

Scope and Contents

The series contains a full run of the newsletter from 1997-2003, and the first six months of 2004. Also present are the September and October issues of 2004 and the January through April issues of 2007. In addition, the series contains a small amount of correspondence and other documents related to publication of the newsletter from about 1998-2003.

Subseries f. Unit Dose, 1997-2000, 2004, 2006 0.2 Linear feet 0.5 document box**Historical Note**

This publication was distributed to Unity Health System's medical and dental staff. It continued an existing newsletter with the same title published at St. Mary's Hospital prior to the merger with Park Ridge Health System.

Scope and Contents

The series contains only scattered issues across the date range, with the most complete year being 1998 (9 monthly issues). Unit Dose appears to have been published at least 6 times per year, but the

Subseries g. Miscellaneous newsletters,

publication schedule varied from one year to another. Also included in this series are reproduction request sheets for some issues and an internal memo regarding content for February 1998.

Subseries g. Miscellaneous newsletters, 1983, 1991-2004 7 folders**Scope and Contents**

This series comprises several newsletters published by Park Ridge Hospital/Unity Health System for targeted internal or community audience. Only short runs or scattered issues are available.

Titles represented are: the Auxiliary Newsletter (November-December 1983); Common Threads (Winter and Fall 1997, Spring, Summer, and Fall 1998); Health Matters (1996-1998); Life and Health (2004); Park Ridge Health System President's Report (January-June, 1995, missing February); Park Ridge Health System Supervisory Memo, (1995-1997); Transition Update, a weekly bulletin distributed to Unity Health System managers, administrators, and medical staff leadership during the Service Reconfiguration Project (August-September 1998); Perspectives (1991-1992); Life and Health (2003-2004); To Your Health/For Your Health (2002-2003).

Series 2. News releases, 1993-1999 3.3 Linear feet 8 document boxes**Scope and Contents**

This series contains brief news releases prepared for the media by the Department of Corporate Communications. Many of the releases also contain an attached media distribution form listing the newspapers, television stations, radio stations, and other media outlets who received a copy.

Arrangement

The news releases are arranged chronologically by year, and then further arranged topically following the original order of the records. Prior to processing, the news releases were housed in three-ring binders with one binder for each year. Within each yearly binder, the releases were divided into categories using binder tabs. Typically, the categories were: Chemical Dependency, Child Care, Foundation, Park

Series 3. News clippings,

Ridge Hospital, Long Term Care, Mental Health, Park Medical Group, and Village at Park Ridge. This arrangement has been preserved in the folder titles of the series.

Series 3. News clippings, 1963-1982, 1993-1999 4.6 Linear feet 10 document boxes, 1 flat storage box

Scope and Contents

Clippings from newspaper, magazines, and other periodicals. Most clippings contain mentions of Park Ridge Hospital/Unity Health System, while a smaller number describe general healthcare issues. The bulk of the clippings were taken from Rochester-area newspapers, mainly the Democrat & Chronicle, the Times-Union, and the Greece Post.

Processing Information

All clippings, with the exception of oversized clippings, were copied onto standard 8.5"x 11" office paper and the original newsprints were discarded. Clippings that were housed in binders were removed from the binders and housed in archival folders.

Arrangement

All of the clippings are arranged chronologically. Clippings from the 1963-1982 date range were originally housed loose in file folders arranged by year. Clippings from the 1993-1999 date range were mounted on scrapbook pages housed in three-ring binders, and these clippings were divided according to the corporation or program within the Park Ridge Health System that they pertained to (i.e., for 1997 the divisions were: Auxiliary, Child Care Center, Park Ridge Chemical Dependency, Foundation, Park Ridge Health System, Hospital, Long Term Care, Mental Health, PRH, Inc., Health Connection, and "Other Items of Interest"). The arrangement is similar, but not exactly standard, for each year in this range.

Series 4. Marketing and advertising records, 1988-2007 1.3 Linear feet 3 document boxes

Scope and Contents

Subseries a. Advertising,

Records pertaining to marketing and advertising activities carried out by the Corporate Communications Department to promote Park Ridge Hospital/Unity Health System programs and services.

Subseries a. Advertising, 1993-1997 0.4 Linear feet 1 document box**Scope and Contents**

Records documenting advertising activities, primarily copies of advertisements that appears in print publications. They are often accompanied by notes regarding the size, running dates, and cost of the advertisement. The series also includes one folder of graphic design request forms and proof versions of advertisements, with dates ranging from 1994-1997.

Arrangement

The materials comprise the contents of two binders, covering the date ranges 1993-1995 and 1996-1997. Within each binder, the records were divided into categories, such as Child Care, Foundation, Long Term Care. Folders within the series follow this original order.

Subseries b. Conference reports, 1988-1994 7 folders**Scope and Contents**

Brief summaries of planning meetings where promotional and marketing activities were discussed. Attendees included staff from Corporate Communications, the hospital affiliates, and outside agencies.

Subseries c. Mailing list criteria development worksheets, 2005-2007 0.4 Linear feet 1 document box**Scope and Contents**

Subseries d. Miscellaneous marketing and advertising records,

Worksheets used to develop mailing lists for targeted marketing of hospital events and services. Information provided on the forms included name and description of event or service, size of mailing, and age, gender, and zip codes of intended audience.

Subseries d. Miscellaneous marketing and advertising records, 1993-1997, 2005 5 folders

Scope and Contents

This series comprises miscellaneous documents pertaining to marketing, including a report on the results of a Hospital Awareness and Image Survey conducted in 1993, and marketing communications plans developed for various hospital programs.

Series 5. Public relations and outreach records, 1986-2004 1.3 Linear feet 3 document boxes

Scope and Contents

Records pertaining to public relations and outreach activities, including tours of Park Ridge Hospital, educational and/or promotional programs sponsored by Park Ridge Hospital, and participation in community-wide health education outreach programs.

Subseries a. Hospital tours, 1986-1989, 1991-1994 6 folders

Scope and Contents

Contents of two binders (one covering the date range 1986-1989, the other covering the date range 1991-1994) containing tour attendance statistics, descriptions of tour routes, policies, correspondence with individuals and community groups regarding their tours, and miscellaneous notes.

Subseries b. Breakfast Briefings planning documentation, 1994-1996 6 folders

Subseries c. Health Fair planning documentation,

Scope and Contents

Materials documenting event planning for Breakfast Briefing meetings. Contents include checklists, meeting agendas, copies of invitation letters, lists of attendees, memos and other internal correspondence pertaining to event planning.

Subseries c. Health Fair planning documentation, 1992-1994**Scope and Contents**

Miscellaneous documents pertaining to participation by representatives of Park Ridge Health System in various health and wellness events produced by community organizations, colleges and universities, and employers throughout the Rochester region. Materials include correspondence, notes, statistics and contact information gathered from attendees, and internal paperwork (such as forms submitted for mileage reimbursement).

Subseries d. Care of the Heart program materials, 1998 4 folders**Scope and Contents**

Records related to participation of Unity Corporate Communications employees Nancy Roberts and Patty Quinn in a disease management project carried out in the Rochester area in 1998 by a multidisciplinary health care team made up of representatives from Unity Health System, Visiting Nurse Services, Tops Friendly Markets, and Preferred Care. The program focused on improving health outcomes for patients with congestive heart failure.

Materials consist of meeting agendas, memos, notes, draft versions of informational materials prepared for the public, and background materials on congestive heart failure, with many materials supplied by Preferred Care and Visiting Nurse Services.

Subseries e. Speaker's Bureau, 1992-1996 0.4 Linear feet 1 document box

Subseries f. Let's Talk Health seminar series,

Scope and Contents

Materials pertaining to the Park Ridge Speaker's Bureau, a program that provided educational presentations on health topics to Rochester-area community organizations. Materials include documentation of the process, listings of available speakers (drawn from Park Ridge staff and volunteers) and the topics on which they could speak, schedules of speaking engagements, request forms submitted by organizations seeking speakers, and correspondence.

Subseries f. Let's Talk Health seminar series, 1996-2004 5 folders

Scope and Contents

Records pertaining to a series of free health talks sponsored by Park Ridge Health System and later Unity Health System. Materials include general information and notes on the program, listings of speakers and topics, and printed material promoting individual events.

Series 6. Release forms, 1992-1997 9 folders

Scope and Contents

Forms granting Park Ridge Health System the consent of the signee to use photographs and interviews for publication, illustration, display, or other purposes.

Series 7. Corporate Communications staff meeting minutes, 1995-1997 3 folders

Scope and Contents

Minutes from monthly meetings of the Corporate Communications Department staff. Minutes record the date of the meeting, attendance, and topics discussed. A small amount of supplemental material is also included (documents tracking the status of projects, printed event announcements, etc.)

Series 8. Corporate Communications staff working files,

Series 8. Corporate Communications staff working files, 1991-1999 2.9 Linear feet 7 document boxes**Scope and Contents**

This series comprises two distinct sets of files, with original folder labels written in two different hands. Because both sets of files were found located together in the same filing cabinet prior to processing, and both appear to pertain to Corporate Communications work, they were kept together as a series.

Arrangement

Original order of the files had been lost, although the handwriting indicated two distinct sets of files. We chose to arrange each subseries alphabetically. Folder titles reflect the original folder titles, with some titles expanded to a fuller form of the phrase for clarification (e.g., “Long Term Care” instead of “LTC.” Titles were supplied when the original was missing or unclear.

Subseries a. Working files from St. Mary's Hospital Corporate Communications staff 1991-1999 1.3 Linear feet 3 document boxes**Scope and Contents**

Covering the time period when St. Mary's and Park Ridge merged to form Unity Health System, these files appear to have been created by staff originally working in the Public Affairs Office at St. Mary's who later became part of the Unity's Corporate Communications staff. Employees named in the files include Margy Riemer, Patricia Quinn, Dee Ann Gosda, and Priscilla Young.

Materials in this series largely consist of meeting notes, memoranda, forms, draft versions of printed materials. There are also a small number of photographs and objects, such as printed magnets and buttons. Subject matter includes marketing and promotion activities (particularly for Wellstream and the Women's Health Center), revision of existing patient information guides for Park Ridge and St. Mary's to reflect the new Unity Health System identity, and internal communications regarding situations where communication of patient information was to be restricted (particularly for patients who were inmates of the Monroe County Jail and involved in criminal cases of interest to the news media).

Subseries b. Corporate Communications printed material files,

The bulk of the material dates from 1998-1999 with a smaller amount of material as early as 1991.

Subseries b. Corporate Communications printed material files, 1985-1999 1.7 Linear feet 4 document boxes

Scope and Contents

This subseries contains printed materials that appear to have been kept on hand by the Park Ridge Hospital/Unity Health System Corporate Communications Department for reference or distribution. Folder titles are taken from the original folders. Some of these materials are duplicated elsewhere in the collection, particularly Series 9.

Series 9. Printed material, circa 1990s 15.2 Linear feet 33 document boxes, 1 flat storage box

Scope and Contents

This series contains samples of printed material created by the Corporate Communications Department for informational and promotional purposes. Many of the items have accompanying documentation, such as the job request form (showing which department or organization within the health system the work was created for, contact information of staff, quantity requested, date of request and deadline for the project), along with price quotes and correspondence from local print shops who performed the work, brief notes, and other documentation generated during the routine process of creating the materials.

The content covers all departments and activities of Park Ridge Hospital and Unity Health System, including events, opening of new centers and services, announcements on the arrival of new doctors at practices, patient surveys, newsletters, annual reports, and informational materials on health issues and conditions.

The bulk of the material dates from the 1990s, with a smaller amount of material from the 1980s and early 2000s.

Series 10. Miscellaneous,

Formats in this series include brochures, leaflets, postcards, posters, and mailers. Also included are stationery created for departments throughout the health system: samples of letterhead, business cards, envelopes, and greeting cards.

Because these printed materials were created for the use of other departments, other series within the collection may contain similar material or duplicates of the same material.

Arrangement

The materials that comprise this series were found in two different circumstances: some materials were gathered loosely into boxes with no apparent original order. These have been arranged either chronologically or topically when possible.

Other materials were originally housed in clear plastic pockets gathered in three-ring binders. Original order in these binders was not always clear. Some binders were arranged chronologically across all departments and topics, while other binders divided the materials according to requesting area. At this point, the materials found in binders remain in their original order.

Series 10. Miscellaneous, 1991-1997 0.4 Linear feet 1 document box**Scope and Contents**

Miscellaneous documents pertaining to activities and responsibilities of Corporate Communications staff. The series comprises: foamcore-mounted display materials (1990s); documentation providing guidance on handling controversial or emergency issues, such as a prepared statement on Park Ridge Hospital's abortion policy (1989-1992); a media log tracking interactions between the department and the media regarding specific news stories (November 1993-December 1994); binder containing hard-copy printouts of Corporate Communications slides (1991-1994); and correspondence from the National Stroke Association regarding an educational program (1997).

Human Resources Department 4 folders**Miscellaneous Human Resources Department materials, circa 1970-circa 2000 4 folders**

Library/Education Center

Scope and Contents

The series comprises: 2 employee handbooks from Park Avenue Avenue Hospital, circa 1970, and Park Ridge Health System, 1995; departmental Policies and Procedures Manual, 1998; and a recruitment pamphlet, circa 2000.

Library/Education Center 1985-1991 4 folders**Scope and Contents**

This group comprises a small amount of miscellaneous material: a policy and procedure manual (dated 1988), schematic drawing and schematic plan for construction of the Park Ridge Education Center (1985-1986), meeting minutes and correspondence (1986), and 18 color photographic prints (3.5 in x 5 in) depicting the Nathaniel J. Hurst Library (1991).

Miscellaneous departments 12 folders**Series 1. Policy and procedure manuals, 1988-1998 5 folders****Scope and Contents note**

Policy and procedure manuals from the following non-clinical departments: Human Resources, Information Systems, and Materials Management. Each manual begins with a table of contents, which includes the dates when policies became effective and when they were last revised.

Series 2. Emergency response procedures and training materials, circa 1988-1996 3 folders**Series 3. Customer-Focused Inventory Task Force materials, 1995 4 folders****Scope and Contents**

Record group V. Park Ridge Hospital/Unity Health System Foundation

Materials were originally contents of a three-ring binder. Originally divided by binder tabs, the content comprises: Mailing information, sample surveys, survey session data, and meeting minutes. The Customer Focused Inventory collected survey data from employees across the organization. It was part of a project called the Self Improving System, which in turn was connected with Quest for Quality.

Record group V. Park Ridge Hospital/Unity Health System Foundation 3.3 Linear feet 4 document boxes, one flat storage box

Series 1. Board of Directors meeting minutes, 2007-2010 1 bound volume

Series 2. Executive/Philanthropy Committee meeting minutes, May 2008-January 2012 0.4 Linear feet 1 document box

Scope and Contents

In addition to minutes, the contents include meeting agendas, financial statements, presentation documents, and memoranda or emails regarding meeting times and locations. Meetings took place either 4 or 6 times each year.

These materials were added to the archives at an earlier date than the rest of the collection, and each year was assigned an individual accession number. The accession numbers are: (for the year 2008) #016.36.2; (2009) #016.36.3; (2010) #016.36.4; (2011) 016.36.5; (2012) #016.36.6.

Series 3. Newsletters, 1989-1990, 2001-2012 0.4 Linear feet 1 box

Subseries a. Perspective, 1989-1990 1 folder

Scope and Contents note

Subseries b. In Unison,

Consists of the following issues: Spring 1989, Spring 1990, Fall 1990

Subseries b. In Unison, 2001-2012 11 folders**Scope and Contents note**

The publication schedule is not known, but this does not appear to be a full run of the newsletter. Publication began with the Spring/Summer 2001 issue. The series contains: Spring/Summer 2001; Winter/Spring, Fall 2002; Winter, Spring, Summer, Fall 2003; Winter, Spring, Fall 2004; March, August, November 2005; May, November 2006; March, November 2007; October 2008; Spring, Fall 2009; Fall 2011; Spring 2012.

Series 4. Printed material, approximately 1990-1998 0.4 Linear feet 1 document box plus 2 folders**Scope and Contents note**

Printed material created by the Park Ridge/Unity Corporate Communications Department and used to support the Foundation's public relations and fundraising efforts. The materials include event invitations, brochures and leaflets, greeting cards, and letterhead.

Series 5. Miscellaneous documents, 1962-1979, 1993-2014 2.0 Linear feet 1 document box, one flat storage box**Scope and Contents**

This series comprises working files compiled by Foundation staff circa 1990-2014. Materials include information on the history of Park Ridge Hospital and the historic building that housed the Foundation office, a file of documents and correspondence pertaining to Park Ridge Hospital building fund (1962-1979), miscellaneous documents and notes that reflect everyday work activities, printed materials produced by the Foundation as well as printed materials received and saved from other organizations, and a small amount of newspaper clippings and full issues of newspapers (1966-2014). A small amount of photographic material is also present: an 8x10 color print of an aerial photograph showing the Park

Series 5. Miscellaneous documents,

Ridge Hospital campus in approximately 1990, and three 8x10 color prints of an aerial photograph showing the Unity Hospital campus in 2007.