

forms in use ; and in no instance shall this rule be dispensed with.

It shall be the duty of the Medical Superintendent, to give timely notice to the County Commissioners of the amounts to be levied for the support of their insane poor, and when payment should be made to the Hospital. In due time he shall draw upon the President of the County Commissioners for the same.

It shall be the duty of the Medical Superintendent to have the accounts against the city of Baltimore presented in the last week of March, June, September and December.

#### VIII. ASSISTANT PHYSICIAN.

The Assistant Physician must be a graduate of medicine, and shall perform the duties of Apothecary ; prepare and put up all medicines, and see that all prescriptions are properly administered ; and he shall perform such other professional duties, and such other Hospital services as may be assigned to him by the Medical Superintendent, who is the chief executive officer of the Institution. He shall reside in the Hospital, and in his intercourse with the inmates he will exert what moral influence he can, and endeavor in every way to further the views and wishes of the Medical Superintendent in regard to the moral and medical treatment of the patients, must see that the patients are properly treated by their attendants, and report to the Medical Superintendent all instances of neglect or abuse which may come to his knowledge.

When the Medical Superintendent is sick or absent from the city, he is represented by the Assistant Physician. He shall be appointed on the nomination of the Medical Superintendent.

#### IX. STEWARD, SUPERVISORS AND ATTENDANTS.

On the nomination of the Medical Superintendent, the Board appoint suitable persons to be Steward, Male Supervisor and an Assistant, Female Supervisor and an Assistant, the details of whose duties, with the sanction of the Board, shall be arranged by the Medical Superintendent, to whom they are directly responsible.

All Attendants in the Institution shall be appointed by the Medical Superintendent, and they shall perform such duties as he may assign to them, and hold their places at the pleasure of the Board.

All persons employed shall be governed by such rules as the Medical Superintendent, with the concurrence of the President, may think proper to appoint ; and each of them shall be furnished with a printed copy of the same.

No officer or attendant in the Institution shall receive from any person or persons any fee, perquisite, or any compensation, other than his or her regular salary.