

# The Duke University Medical Center Archives and Memorabilia Department

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## Inventory of the Ray E. Brown Papers, 1926 - 1974

Contains papers and records of Ray Everett Brown, hospital administrator and educator on hospital administration at several institutions, including the University of Chicago, Duke University, Harvard, and Northwestern University. Types of materials include correspondence, conference brochures, publications, speeches, clippings, photographs, ephemera, and general administrative paperwork. Major subjects include hospital administration and administrative education. Materials range in date from 1926 to 1974.

### Descriptive Summary

**Collection Title:** Ray E. Brown Papers, 1926 - 1974

**Creator:** Brown, Ray E.

**Extent:** 7.5 linear feet 5 records storage boxes

**Processed By:**

**Date Completed:**

**Encoded By:**

### Biographical Note

Ray Everett Brown was a hospital administrator and educator in the field of hospital administration. Brown started his career in this field in 1940 as Superintendent of the Shelby (North Carolina) Hospital, before earning his M.B.A. from the University of Chicago in 1943. Brown returned briefly to North Carolina in 1943, taking concurrent positions at the North Carolina Baptist Hospital in Winston-Salem as Superintendent, and as a Professor in Hospital Administration at the Bowman Gray School of Medicine at Wake Forest College (University). Brown returned to the University of Chicago in 1945 to become the Superintendent of Clinics and Hospitals, a position he held until 1961. In 1961, Brown became the Vice President for Administration at the university, a position he held until 1964. From 1947-1964 Brown was also a professor in various schools for the University of Chicago, and was director of the graduate program in Hospital Administration from 1951-1962.

In 1964, Brown moved to Duke University to head the newly-created graduate program in Hospital Administration (and also taught courses in the program). In 1967 he moved again, this time to become both Professor in Administration at Harvard as well as to serve as the Executive Vice President of Affiliated Hospitals Center in Boston. Brown made a final career move in 1970, returning to Chicago to serve as both the Executive Vice President of McGaw Medical Center at Northwestern University and as Professor of Management.

In addition to his positions with these universities, Brown held affiliations and positions with many hospital administration organizations during his career. Always active in the American Hospital Association (AHA), Brown served as their president during the 1955-1956 term and received their Distinguished Service Award in 1963. Also active in the American College of Hospital Administrators (ACHA), Brown served as president of the organization during 1959-1960. Brown also acted as a consultant to several corporations and hospitals as they worked to develop better administrative policies, and was a member of several research projects, including the White House Conference on Health in 1965. Brown frequently spoke at medical conventions and was acknowledged by his peers to offer progressive ideas and sound advice about the current and future states of hospital administration. In addition to serving as an editor for several medical publications, Brown was also a frequent contributor and ultimately wrote one book,

*Judgment In Administration*

, which was published in 1966. Brown also created the National Forum on Hospital and Health Affairs seminar while at Duke, which continues to meet semi-annually.

### Collection Overview

Organized into the following series: Administrative, Speaking Engagements, Publications, Personal,

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Miscellaneous, and Photographs.

[Online Catalog Headings](#)

Brown, Ray E.

American College of Hospital Administrators.

American Hospital Association.

Illinois Hospital Association.

American Protestant Hospital Association.

Association of University Programs in Hospital Administration.

Bowman Gray School of Medicine --Faculty.

University of Chicago -- Faculty.

Duke University -- Faculty.

Affiliated Hospitals Center (Boston, Mass.) -- Faculty.

Northwestern University (Evanston, Ill.) -- Faculty.

National Forum on Hospital and Health Affairs.

Hospital Administration.

Hospital Management.

Hospital Administration Education.

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Container List

**Administrative, 1936-1974 and undated**

Contains correspondence, general administrative paperwork, and files relating to specific administrative duties.

**Box 1**

General, 1945-1974 and undated

Committee Service, 1940-1974 and undated

Sensitive Documents, 1961-1966 and undated

Minutes, Interagency Institute for Federal Health Care Executives, 1970-1972

Minutes, Interagency Institute for Federal Health Care Executives, 1972-1973

Expenses, 1970-1973

Educational Facilities Corporation, 1970-1971 and undated

American College of Hospital Administrators, 1972-1973 and undated

American Sterilizer, 1970-1974

Department of Health, Education, and Welfare Health Services, Research, and Development, 1970-1972 and undated

Hospital Administrators Correspondence Club, 1970-1973

Hospital Research and Development Institute, 1968-1974

Hospital Administrators' Study Society, 1970-1974

White House Task Force on Public Service Hospitals, 1965-1966

UNC Memorial Hospital, 1969

Professional Service Review Organization Committee, 1973-1974 and undated

National Council on Philanthropy, 1973

Center For Continuing Medical Education, 1965-1973 and undated

Correspondence, 1936-1949

Correspondence, 1950-1960

Correspondence, 1961-June 1964

Correspondence, July 1964-June 1965

Correspondence, July 1965-March 1966

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Correspondence, April 1966-June 1967

Correspondence, July 1967-September 1968

Correspondence, October 1968-September 1969

Correspondence, October 1969-December 1971

Correspondence, 1972-1974 and undated

### **Speaking Engagements, 1944-1974 and undated**

Contains correspondence, conference brochures, schedules and advertisements for speaking appearances, as well as notes, outlines and drafts of speeches.

### **Box 2**

General, 1944-1949

General, 1950-1953

General, 1954-1956

General, 1957-1959

General, 1960-1963

General, 1964-1965

General, 1966-1967

General, 1968-1969

General, 1970-1971

General, 1972-1974

General, undated

3rd Party Payments, undated

Automatic Retailers of America "Conversations" Roundtables, 1966-1973

Administrative Control in Hospitals, 1966 and undated

Chaplain, 1945, 1954 and undated

Dedication, undated

Ethics Notes, undated

Evaluating Food Administration in the Hospital, undated

Factors in Hospital Development, undated

General Notes, undated

Governance of Hospital, 1972 and undated

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Hospitals and Public Health, undated

Nurse's Graduation, undated

Nursing, undated

Personnel Administration, undated

Policy Formulation, undated

Service Master, 1970-1973

Work Planning, undated

Correspondence, 1944-1951

Correspondence, 1952-1955

Correspondence, 1956-1958

Correspondence, 1959-June 1960

Correspondence, July 1960-June 1961

**Box 3**

Correspondence, July 1961-July 1962

Correspondence, August 1962-March 1963

Correspondence, April 1963-March 1964

Correspondence, April-December, 1964

Correspondence, January-June, 1965

Correspondence, July 1965-February 1966

Correspondence, March-November 1966

Correspondence, December 1966-June 1967

Correspondence, July 1967-April 1968

Correspondence, May-December 1968

Correspondence, January-September 1969

Correspondence, October 1969-June 1970

Correspondence, July 1970-March 1971

Correspondence, April-December 1971

Correspondence, 1972

Correspondence, 1973-1974 and undated

Conference Organization - Correspondence, 1959-1973

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National Forum on Hospital and Health Affairs - General, 1969-1974 and undated

National Forum on Hospital and Health Affairs - Correspondence, 1965-1974

### **Publications, 1931-1974 and undated**

Contains correspondence regarding publications as well as listings of the publications and some drafts and final copies.

#### **Box 4**

Listings, 1959-1973 and undated

Articles, 1947-1971 and undated

Teaching Hospitals, 1970 and undated

*Trustee,*  
1947-1954

*Modern Hospital,*  
1941-1964

*Hospitals,*  
1945-1957

*Encyclopedia Britannica,*  
1947-1967

*American Peoples' Encyclopedia,*  
1957-1961

Correspondence, 1931, 1942-1962

Correspondence, 1963-1964

Correspondence, 1965-June 1966

Correspondence, July 1966-1970

Correspondence, 1971-1974 and undated

### **Personal, 1934-1974 and undated**

Contains personal items and correspondence as well as congratulatory correspondence regarding various career achievements.

Personal, 1942-1970 and undated

Personal Correspondence, 1934-1958

Personal Correspondence, 1960-1974 and undated

Congratulatory Correspondence - Miscellaneous, 1943-1971

## Inventory of the Ray E. Brown Papers, 1926 - 1974

Congratulatory Correspondence - American College of Hospital Administrators (ACHA), 1951-1960

Congratulatory Correspondence - American Hospital Association (AHA) Presidency, 1954-1956

Congratulatory Correspondence - Wake Forest degree, 1958

Congratulatory Correspondence - Vice Presidency, University of Chicago, 1961-1962

Congratulatory Correspondence - American Hospital Association (AHA) Distinguished Service Award, 1 of 2, 1963

Congratulatory Correspondence - American Hospital Association (AHA) Distinguished Service Award, 2 of 2, 1963

Congratulatory Correspondence - Duke, 1 of 3, 1963-1964

Congratulatory Correspondence - Duke, 2 of 3, 1963-1964

Congratulatory Correspondence - Duke, 3 of 3, 1963-1964

Congratulatory Correspondence - Affiliated Hospital Centers (Harvard), 1 of 2, 1967

Congratulatory Correspondence - Affiliated Hospital Centers (Harvard), 2 of 2, 1967

Congratulatory Correspondence - Northwestern, 1969-1970

### **Miscellaneous, 1926-1974 and undated**

Contains news releases, invitations, clippings, ephemera, and items related to the formation of the American College of Hospital Administrators (ACHA)'s Ray E. Brown Management Collection.

### **Box 5**

News Releases, 1956-1972

News Releases, undated

Invitations, 1945-1974

Invitations, undated

Ray E. Brown Management Collection, ACHA, 1967-1971 and undated

Clippings - Appointments to Positions

Clippings - Awards

Clippings - Fund raising

Clippings - Hospital Administration, 1 of 2

Clippings - Hospital Administration, 2 of 2

Clippings - Hospital Consolidation

Clippings - Hospital Costs

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Clippings - Medical Education

Clippings - Medicare

Clippings - Miscellaneous

Clippings - Personal

Clippings - Photos

Clippings - Publications

Clippings - Ray E. Brown Management Collection

Clippings - Scrapbook

Clippings - Speaking Appearances

Ephemera, 1926-1974 and undated

**Photographs, 1952-1972 and undated**

Photographs, Identified, 1952-1972 and undated

Photographs, Unidentified, undated