


Name of Policy:	<u>Assembly and Filing of Patient's Permanent Radiotherapy Charts</u>	 Effective Date: 10/15/2008 Initial Effective Date: 9/1980
Policy Number:	3364-134-05	
Department:	Radiation Oncology	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

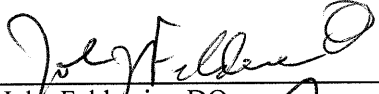
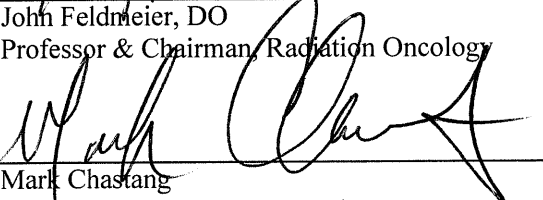
Assembly and filing of patient's permanent radiotherapy chart will be the responsibility of the Radiation Oncology Front Desk staff .

(B) Purpose of Policy

To maintain accurate, convenient patient records within the Department of Radiation Oncology.

(C) Procedure

1. Place **completed pink** consultation form in proper place in Radiotherapy chart and a copy to TRO.
2. Place patient's name, medical records number and radiation oncology number on chart.
3. Forms received are placed in patients chart in appropriate manner.
4. Billing sheets are placed in chart yellow copy in TRO section of billing and white goes into the TRO billing folder at the front desk.
5. Completed charts are to be filed unless they are under treatment which will have a RED under treatment sticker on the front of the chart..
6. The front desk staff will file the chart in the year/numerical order assigned by the manager or designee.

Approved by:  _____ John Feldmeier, DO Professor & Chairman, Radiation Oncology Date: <u>11/8/08</u>	Review/Revision Date: 10/22/1985 4/1999 10/1986 3/2002 1987 1/2007 1988 10/15/2008 1989 2/1990 10/1992 8/1993 2/1995 2/1996 10/1997
 _____ Mark Chastang Vice President & Executive Director Date: <u>1/09</u>	
Review/Revision Completed By: Michelle Giovanoli	Next Review Date: 10/12/2011
Policies Superseded by This Policy: 38-004	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.