

**Name of Policy:** Physics Chart Check, Final

**Policy Number:** 3364-134-42

**Department:** Radiation Oncology

**Approving Officer:** Vice President & Executive Director

**Responsible Agent:** Technical Manager, Radiation Oncology

**Scope:** Radiation Oncology



**Effective Date:** 10/2011

Initial Effective Date: 10/1/1985

New policy proposal  
 Major revision of existing policy  
 Minor/technical revision of existing policy  
 Reaffirmation of existing policy

**(A) Policy Statement**

Upon completion of a course of radiation therapy, the patient's treatment sheet must receive a final dose calculation check within five working days before being given to the Radiation Oncologist for dictation of the treatment summary.


**(B) Purpose of Policy**

To ensure accurate summation of accumulated dose prior to formal recording of the dosage delivered in the treatment course.

**(C) Procedure**

1. Therapist will fill out and place chart routing slip on the front of the chart, chart will be placed in file Room on physics shelf.
2. A qualified member of the Physics Division will perform the final calculation check with five working days and notify the Radiation Oncologist immediately if there is any discrepancy.
3. Upon completion of the check, the patient's treatment chart is initialed appropriately and returned to the Radiation Oncologist for preparation of letter outlining treatment and completion.

**Approved by:**

  
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 John Feldmeier, DO  
 Professor & Chairman, Radiation Oncology

10/28/11  
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 Date

  
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 Scott Scarborough, PhD  
 Sr. Vice President & Executive Director, UTMC

10/24/11  
 \_\_\_\_\_  
 Date

Review/Revision Completed By:  
 Michelle Giovanoli

**Review/Revision Date:**

10/1986	3/2002
1987	1/2007
1988	4/22/2010
1989	10/2011
2/1990	
11/1992	
1/1994	
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2/1995	
1996	
3/1997	
4/1999	

**Next Review Date:** 10/2014