

**Name of Policy:** Port Films – Portal Images

**Policy Number:** 3364-134-45

**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: 9/1/1990

New policy proposal

Major revision of existing policy

Minor/technical revision of existing policy

Reaffirmation of existing policy

**(A) Policy Statement**

All patients must have approved port films/portal images before beginning a course of treatment. Patients receiving IMRT radiation therapy treatments will have a separate port film schedule based on the precise delivery of the treatment.

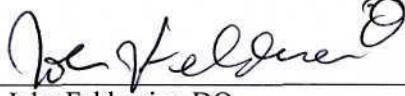
**(B) Purpose of Policy**

To ensure accuracy in the defined treatment area and to minimize error and to provide radiographic documentation for each patient.

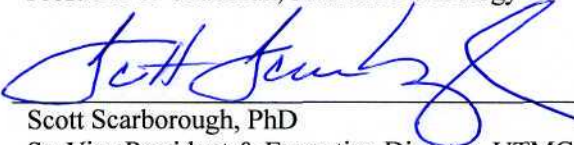
**(C) Procedure**

1. Place patient on the treatment couch and align them according to set up instructions.
2. Three days of imaging at the start of the patient's treatment. ONLY day 1 needs to be pre-ported.
3. For IMRT prostate:
  - Day One/Verification Sim=Orthogonal(2) and CIAO (2) images to be taken.
  - Subsequent days = BAT Ultrasound Daily – MD to check weekly.
4. If BAT Ultrasound is unavailable, weekly Orthogonal (2) images are to be taken.
5. For any other IMRT case, Day One/Verification Sim= CIAO(2) and orthogonal (2) , Two and Three=Orthogonal (2) images are to be taken.
6. Once three days of images are approved, weekly Orthogonal (2) images are to be taken. If any shifts are made, the three days of imaging must be repeated.
7. Physicians can determine on a per patient basis if other adjustments are needed, additional port films and if they need to be taken before treatment.

**Approved by:**

  
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 John Feldmeier, DO  
 Professor & Chairman, Radiation Oncology

10/18/11  
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 Date

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

10/24/11  
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 Date

**Review/Revision Date:**

- 3/1/2005
- 7/2006
- 10/13/2006
- 11/2/2010
- 10/2011

Review/Revision Completed By:  
 Michelle Giovanoli

**Next Review Date:** 10/2014