


<b>Name of Policy:</b>	<u>Treatment Field Documentation</u>	 <b>THE UNIVERSITY OF TOLEDO</b>
<b>Policy Number:</b>	3364-134-73	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		<b>Effective Date:</b> 9/1/2017 Initial Effective Date: 6/30/1993

**(A) Policy Statement**



All Radiation Oncology patients will have a face photo obtained for identification purposes. Localization photos will be obtained as needed.

**(B) Purpose of Policy**

To identify patients and area(s) of treatment.

**(C) Procedure**

1. Full face photo of the patient will be taken at the time of consultation and kept on file in Aria for identification purposes.
2. A set up photo of patients position on the table and any positioning/immobilization devices will be taken during simulation as needed. Tattoo's used in the patient's alignment may be photographed as well in simulation.
3. All photographs will be imported into Aria.
4. The patient shall be tattooed in a stable area for positioning that will aid the radiation therapists in correctly localizing the treatment area.
5. All electron fields will be photographed, labeled and placed in the patient's treatment chart in Aria.

<b>Approved by:</b>  Changhu Chen, MD Professor & Chairman, Radiation Oncology	<b>Review/Revision Date:</b> 2/1995 2/1996 3/1997 4/1999 3/2002 3/2005 6/2007 5/2008 7/1/2011 9/1/2014 9/1/2017
 Daniel Barbet, RN, BSN, MBA Chief Executive Officer - UTMC	8/22/2017 Date 23 Aug 2017 Date
Review/Revision Completed By: Michelle Giovanoli	<b>Next Review Date:</b> 9/1/2020
<b>Policies Superseded by This Policy:</b> 38-73	