


<b>Name of Policy:</b> Sending Prior Radiation Details to Other Providers  <b>Policy Number:</b> 3364-134-119  <b>Approving Officer:</b> Chief Executive Officer  <b>Responsible Agent:</b> Department Chair, Radiation Oncology, Technical Manager  <b>Scope:</b> University of Toledo Medical Center Radiation Oncology			
		<b>Effective date:</b> 5/2026  <b>Original effective date:</b> 5/5/2026	
Key words: Prior Radiation, Dicom, Treatment Summary, Treatment Records, Release			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The front desk staff and dosimetry team are responsible for sending prior RT treatment records to an outside institution or new provider. Due to the critical nature of prior records for clinical decision making, all prior treatment requests should be completed within a reasonable time.

Previous treatment will not be released without the patient's or their designee's documented approval. Treatment details should include the treatment summary and pertinent treatment plan information (e.g., DVH statistics, field parameters, images, isodose distribution, and a copy of the treatment plan/calculation) as applicable to the treatment. The preferred data transfer method is the DICOM file from the treatment planning system in coordination with the requesting entity.

(B) Purpose of policy

This procedure establishes a process for sending previous radiation therapy details to other practices when requested to assist with care coordination and reirradiation requirements.

(C) Scope

Radiation Oncology front desk staff and division of Medical Physics and dosimetry.

(D) Procedure

Radiation staff will follow document procedures in the Radiation Oncology departmental procedures manual. After confirming the request for prior information is complete, including patient approval, the information will be sent to the requested provider within 3-5 working days.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Mersiha Hadziahmetovic M.D. Clinical Service Chief, Radiation Oncology</p> <p>5/7/2026</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Daniel Barbee Chief Executive Officer-UTMC</p> <p>5/7/2026</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by: Technical Manager</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <p>Initial effective date: 05/05/2026</p> <p>Review/Revision Date:</p> <p>Next review date: 05/2029</p>
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