


Name of Policy: <u>Physics Chart Check, Final</u> Policy Number: 3364-134-42 Department: Radiation Oncology Approving Officer: Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology Responsible Agent: Technical Manager, Radiation Oncology Scope: Radiation Oncology	 Effective Date: 7/1/2020 Initial Effective Date: 10/1/1985		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </td> </tr> </table>		<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
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(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: /s/ _____ Date _____ Changhu Chen, MD Professor & Chairman, Radiation Oncology /s/ _____ Date _____ Richard P. Swaine, CPA Chief Executive Officer - UTMC <i>Review/Revision Completed By: Michelle Giovanoli</i>	Review/Revision Date: 10/1986 3/2002 1987 1/2007 1988 4/22/2010 1989 10/1/2011 2/1990 12/1/2014 11/1992 12/1/2017 1/1994 7/1/2020 3/1994 2/1995 1996 3/1997 4/1999 Next Review Date: 7/1/2023
Policies Superseded by This Policy: 38-41	