


Name of Policy: <u>Treatment field documentation</u> Policy Number: 3364-134-73 Department: Radiation Oncology Approving Officer: Chief Executive Officer - UTMC Professor & Chairman, Radiation Oncology Responsible Agent: Technical Manager, Radiation Oncology Scope: Radiation Oncology	 Effective Date: 7/1/2023 Initial Effective Date: 6/30/1993								
<table> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input checked="" type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy
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(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.

Approved by: <u>/s/</u> _____ 07/14/2023 Mersiha Hadziahmetovic, MD Associate Professor & Chair, Radiation Oncology <u>/s/</u> _____ Richard P. Swaine Chief Executive Officer - UTMC <i>Review/Revision Completed By:</i> Michelle Giovanoli	Review/Revision Date: 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 7/1/2020 7/1/2023 Next Review Date: 7/1/2026
Policies Superseded by This Policy: 38-73	