

**LSUHSC-Shreveport
Radiation Oncology
Proc. 19.10.12**

Patient Information Backup & Off Site Storage

Policy:

The Division of Radiation Oncology understands the importance of an organized radiation oncology back-up procedure for patient information. These back-up records will be duplicate copies with one stored off site. The Radiation Oncology Department is charged with the duty and responsibility to provide an organized plan for back-up services, noted place of off site storage, and a process to retrieve records as needed.

Procedures:

1. The following programs are included in the back-up and storage procedures which record patient data such as billing information, treatment parameters, simulations, treatment plans, and weekly portal images.

These programs consist of:

- a. IMPAC – Oncology Information System
 - b. Pinnacle – Treatment Planning Computer
 - c. Philips CT Scan – Simulator
 - d. Code Master – Billing
 - e. IVIEW – Portal Images
2. IMPAC and Codemaster are included in full backup by Computer Service, which manages the Radiation Oncology server. Computer Service performs a full backup on weekends, and information is stored off site.
 3. Radiation Oncology backs up the IVIEW workstation monthly on data cartridges and the Pinnacle Treatment Planning System quarterly on CDs. This information is stored off site for duplicate references. The therapists, physicist, and dosimetrist are responsible for these procedures.

All information above may be retrieved 24 hours/day by using contact information provided.

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Reviewed: