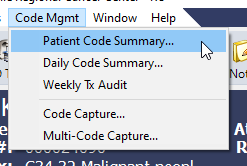
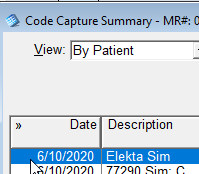
**Google Sheet Workflow**

*Note*: The Google Sheet is used only for IMRT, VMAT, and SBRT patients. Do *not* put 3D patients on the Google Sheet!

1. Sim therapist or physics assistant enters patient MR#, name, and sim date in a new row. Row is **white**.

You can find the sim date in MOSAIQ.





1. Therapist enters start date and start date/time.
2. Dosimetrist imports patient from sim and fills in *Y* in the *Imported/Prepped* column.
3. Dosimetrist enters machine, planner, plan, and prescription.
4. After MD draws contours, dosimetrist fills in *Y* in the *Targets Drawn* column.
5. After dosimetrist finishes planning, she fills in *Y* in the *Planning Done* column.
6. After MD approves the finished plan, dosimetrist or physics assistant fills in *Y* in the *MD Approval* column.
7. Dosimetrist prints patient to MOSAIQ and fills in *Y* in the *MOSAIQ Import* column. Row turns **yellow** (details below).
8. Physicist or physics assistant preps QA and fills in *Y* in the *QA Prepped* column.

*Note*: For Tomo plans, step (9) may occur before step (8).

1. Physicist or physics assistant shoots QA. If QA passes, he fills in *Y* in the *QA Complete* column.
2. Physicist checks the QA report and fills in *Y* in the *Physics Check* column. Row turns green (details below).

Red rows indicate patients that were sim’d at least three weeks ago but have not begun treatment. This is a red flag.

For plans completed by QED (as of 5/2020, this is SBRT plans only), the following modifications are made to the workflow:

* Step (2): Therapist enters *will call* for start date and *will call closer to plan completion* for start date/time.
* Step (4): Dosimetrist enters *QED* for planner.
* Step (6): QED, not in-house dosimetrist, does plan. QED lets us know when plan is finished, and anyone who received the email may fill in *Y* in the *Planning Done* column. Row turns blue (details below).

The Google Sheet includes conditional formatting for color-coded rows. The codes are as follows.

|  |  |  |
| --- | --- | --- |
| **Color** | **Meaning** | **Conditions** |
| **white** | Plan not complete | Blank *Planning Done* column |
| red | Patient sim’d at least 3 weeks ago | Sim date is at least 21 days ago |
| blue | Plan completed by QED but not yet approved by MD | *QED* in *Planner* column, *Y* in *Planning Done* column, blank *MD Approval* column |
| **yellow** | Ready for QA measures | * For Elekta: *Y* in *MD Approval* & *MOSAIQ Import* columns; blank *Physics Check* column * For Tomo: *Y* in *MD Approval*; & blank *Physics Check* column |
| green | Patient ready for treatment | All columns filled in (except possibly *Comments*); *Y* in *Imported/Prepped*, *Targets Drawn*, *Planning Done*, *Physics Check*, *MD Approval*, *MOSAIQ Import*, *QA Prepped*, & *QA Complete* |