Create a New Penta-Guide Patient in MOSAIQ

# Purpose

This procedure complements **Create a New Patient in MOSAIQ**. A new Penta-Guide patient should be created for each Elekta machine every six months.

# Steps

1. Follow all but the last step in the procedure **Create a New Patient in MOSAIQ**.
2. Open patient E-1 **ZZZ\_PENTA-GUIDE** in RayStation.
3. Export the following to IMPAC (**IMPAC\_DCM\_SCP**):
   * CT “phantom 2/19/19”
   * Plan “Phantom - Latest”, including its associated structure set and doses
   * All DRRs

Anonymize the data to have the new Penta-Guide patient’s name and MR#.

1. With the new patient open in MOSAIQ, import the exported DICOM files. The following Promote data should be changed:
   * Course number: 1
   * Site name: Primary prescription
   * Machine name: Elekta-1 or Elekta-2
   * Tolerance table: (1) Photons

When prompted, you may delete the imported files.

1. In **D and I**, delete the setup fields. Change fields 3 and 4 to setup fields, and make all the remaining changes in the **QA Patients** spreadsheet. This includes copying an existing field in order to create the CT field.
2. In **D and I**, associate the plan with the prescription.
3. Double-click the site setup. Change the **Tolerance** to the name of the site setup. Click **Cancel**.
4. Double-click the site setup again. Click **Approved**. If steps (7) and (8) are not performed separately, MOSAIQ will likely crash.