**Outback checklist of data to submit**

**External Beam:**

\_\_\_\_ External Beam Summary Form (completed and submitted online)

\_\_\_\_Plan printout, which includes all of the dosimetry information

\_\_\_\_A digitally reconstructed radiograph (DRR) for each field

\_\_\_\_The daily treatment record, which includes the monitor units delivered per field for each fraction

\_\_\_\_DVH in color with all of the critical structures displayed.

**Brachytherapy:**

\_\_\_\_Brachytherapy Compliance Form (completed and submitted online)

\_\_\_\_Plan printout or verification report for each insertion, which shows the actual dwell times, dwell positions and actual activity

\_\_\_\_Treatment planning CT/MRI/Ultrasound data set for each insertion

\_\_\_\_If traditional films were taken, send two orthogonal images for each insertion, including film magnification factor

\_\_\_\_Provide isodose lines (in absolute dose), A, B, rectal and bladder points. Superimposed on planning image. One image per page and set the magnification 1:1.

**Items to remember:**

1. If patient enrolled through GOG please supply the entire GOG number when labeling the data. (i.e. \_\_\_-274-\_\_\_)
2. If you FTP the RPC please create a folder and label it by the patient’s case # (see above for GOG labeling). Please separate each brachytherapy insertion and label each data set by either insertion number or date of insertion
3. Be sure on the External Beam Summary Form please include an email address in case a request for more data is needed