

# RPC WEBPAGE NEWSLETTER

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## Electronic Delivery of TLD Reports

The RPC works continuously to improve the quality and efficiency of the services we provide. As one aspect of this goal, the RPC is instituting a method of reviewing and delivering TLD reports completely electronically. The measurements from our TLD readers are now captured electronically, a review of the results is performed digitally, and TLD reports are generated automatically in PDF format. The reports then are sent as e-mail attachments to the physicist of record at the appropriate institution.

This electronic delivery process has been tested extensively and has now been implemented for TLD reports being generated today.

This method of delivering TLD reports depends on our having a valid e-mail address for the physicist of record at each institution. For some time now, the RPC has been sending an e-mail to the physicist of record approximately one month before the annual TLDs are shipped. This e-mail serves several purposes:

- It informs the physicist of record that TLDs are being shipped, to help reduce the possibility that a shipment will be overlooked.
- It allows us to ensure that the e-mail address we have on file for the physicist of record is valid and is monitored regularly.
- It asks the physicist of record to use this opportunity to inform us of changes in the treatment equipment at the institution, so that appropriate TLD blocks are shipped.
- It asks the physicist of record to inform us of changes to the mailing address or to personnel at the institution.

If you are the physicist of record for RPC communications to your institution, we ask that you watch for these e-mails and respond to them promptly. If your e-mail address has changed, please notify us of the change so that we can update our database. This will help us avoid delays in shipping your TLDs and sending your reports.

We hope that our change to this mechanism will provide a convenient and effective means of delivering TLD reports. As always we welcome comments and suggestions about this and any other of our services.

Should you have questions, please do not hesitate to contact the RPC at (713) 745-8989 or email at [rpc@mdanderson.org](mailto:rpc@mdanderson.org).

Previous issues of this Newsletter and answers to many questions can be found at our [FAQ](#) page on our recently updated webpage at <http://rpc.mdanderson.org>.