Introduction
Radiotherapy service is getting more sophisticated in recent years. As the vast increase in the information processed, chances of introducing error in treatment parameters preparation are also increase. During the preparation, time involved to reach the staff to make amendments between units is long and created significant interruption in the workflow. In order to enhance efficiency and pursue the excellence, an automatic checking program and a case-specific reminder are implemented in the Department of Clinical Oncology, TMH.

Objectives
(1) To improve the efficiency in treatment parameters preparation by minimizing the time to reach the staff for amendments. (2) To minimize the interruption in preparation for radiotherapy service.

Methodology
A computer program is designed to perform the quality assurance of treatment information. The program has two components, (1) an automatic parameters checking program and (2) a case-specific reminder. Parameters will be self-checked by the program and provided feedback with warning display. A case-specific reminder generated will direct the personnel to focus checking on some special parameters for particular case. Both checking were done at the time of obtaining the treatment chart. A retrospective review of the automatic checking program and case-specific reminder section was conducted and focused on the efficiency of chart preparation and the time to reach the staff for amendments. Time saved was recorded.

Result
Results: There were 12 automatic checking items implemented from Jan to Dec 2014, and 5 case-specific reminder items were implemented from Nov 2014 to Jan 2015. During the review period, 2400 records and 550 records have gone through the
automatic checking program and the case-specific reminder respectively. There were 8% and 35% of the records validated by the automatic checking program and case-specific reminder respectively. The corresponding average time saved per month after the implementation of automatic checking program and case-specific reminder are 288mins and 1155mins. That is around 24 working hours per month. Conclusion: The automatic checking program and the case-specific reminder can validate the radiotherapy charts in the earliest stage, effectively reduce the time to reach the staff for amendment and enhance the workflow efficiency. It also provides the flexibilities to cope with future changes. The automation also minimizes the disturbance caused by staff rotation. Staff development, staff morale and the effective use of the department resources can also be promoted.