

CANCER REGISTRY ABTRACTOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class are responsible for processing, maintaining, compiling, and reporting health information data to be used for research, quality assurance, facility planning, and marketing. Incumbents abstract and code clinical data from patient medical records using appropriate classification systems, and analyze health records according to published governmental or institutional standards. Incumbents read and interpret the various components of the medical record, such as pathology reports, radiology x-rays and scans, physical findings, and all treatment modalities, and use the information to correctly abstract and stage the cancer case employing various required staging systems. Additionally, incumbents determine the site of origin (topography) and histologic type (morphology) of the cancer and code according to the International Classification of Diseases for Oncology. Other information abstracted includes demographics, physician and hospital referrals, detail analysis of tumor, and treatment according to established procedures. All information is entered into a LAN system network. This classification is distinguished from Medical Records Coder series by possession of the Certified Tumor Registrar (CTR) credential, and focus/use of material examined in the medical record. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Abstracts required cancer related information from patient medical records by reading and interpreting pathology reports, radiology x-rays and scans, treatment modalities, physical findings, etc., and enters data into automated system;

Abstracts and codes related information including demographics, physician and hospital referrals, detail analysis of tumor, treatment, etc., and enters data into automated system;

Codes required information according to the International Classification of Diseases for Oncology, ICD-9, and other manuals;

Stages cancer records according to the American Joint Commission of Cancer TNM Staging System, as well as the SEER Summary Staging System;

Obtains and records information relating to the first course of treatment subsequently given to patients after discharge at any other institution;

Maintains the components of the cancer-related data collection system consistent with all regulatory and procedural policies;

Attends cancer conferences and tumor board meetings and completes documentation and typing of minutes for accreditation survey inspection review;

Assists with Patient Care Evaluation studies by completing forms and/or computer screens as needed;

Researches additional information not given in medical record by contacting other physicians, institutions, etc.;

EXAMPLES OF WORK: (Con't) (Illustrative Only)

Assists others with cancer information appropriately;

Assists with special projects as needed;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Participates in other Cancer Registry functions, as assigned;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and understanding of the guidelines for cancer abstracting as set forth by the American College of Surgeons, the World Health Organization, the American Joint Committee on Cancer, the SEER Summary Staging Manual, and the Computer Vendor Manual; thorough knowledge of medical terminology; good knowledge of the International Classification of Diseases for Oncology (ICD-O) codes; knowledge of the International Classification of Diseases (ICD9-CM) codes; ability to read, understand and apply the appropriate guidelines for cancer abstracting; ability to accurately abstract and stage information from the various components of patient medical records; ability to understand and code medical records; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; sound judgment; tact; discretion; initiative; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of the Certified Tumor Registrar (CTR) credential and six months experience in a hospital or health-care facility where the primary function of the position was in the field of cancer registry abstracting records.

NOTE: Only experience gained after attaining the Certified Tumor Registrar credential will be considered in evaluating experience.