



## **Job Code: 3374 -- CANCER REGISTRAR**

**Summary:** TO ACCURATELY IDENTIFY, ABSTRACT, AND MAINTAIN RECORDS OF CANCER AND CERTAIN BENIGN DISEASES ACCORDING TO STATE AND NATIONAL STANDARDS OF COMPLETENESS, TIMELINESS AND QUALITY.

**Minimum Requirements:** ASSOCIATE'S DEGREE IN CANCER REGISTRY MANAGEMENT (CRM) OR CANCER INFORMATION MANAGEMENT (CIM) FROM AN NCRA-ACCREDITED PROGRAM, AN ASSOCIATES DEGREE OR BACHELOR'S DEGREE IN AN HIM PROGRAM ACCREDITED BY THE COMMISSION ON ACCREDITATION FOR HEALTH INFORMATICS AND INFORMATION MANAGEMENT EDUCATION (CAHIIM) WITH SUCCESSFUL COMPLETION (C AVERAGE OR BETTER) OF TWO (2) SEMESTERS OF HUMAN ANATOMY AND PHYSIOLOGY AND ONE (1) SEMESTER OF MEDICAL TERMINOLOGY, OR CURRENT CERTIFIED TUMOR REGISTRAR (CTR).

**Special Skills:** KNOWLEDGE OF ANATOMY, PHYSIOLOGY, HISTOLOGY, PATHOPHYSIOLOGY, AND MEDICAL TERMINOLOGY. KNOWLEDGE OF PAPER AND ELECTRONIC MEDICAL RECORDS. KNOWLEDGE OF STATISTICAL AND GRAPHIC CONCEPTS USED IN THE PRESENTATION OF CANCER INCIDENCE, TREATMENT, AND SURVIVAL INFORMATION. SKILL IN THE USE OF PERSONAL COMPUTERS AND RELATED SOFTWARE APPLICATIONS. INTERPERSONAL SKILLS. VERBAL AND WRITTEN COMMUNICATION SKILLS. ABILITY TO ABSTRACT, CODE, AND STAGE CANCER DATA ACCORDING TO STATE AND NATIONAL CODING STANDARDS.

**Certifications:** MUST OBTAIN CERTIFIED TUMOR REGISTRAR (CTR) BY THE NATIONAL CANCER REGISTRARS ASSOCIATION (NCRA) WITHIN THREE (3) YEARS OF DATE OF HIRE. REGISTERED HEALTH INFORMATION TECHNICIAN (RHIT) OR REGISTERED HEALTH INFORMATION ADMINISTRATOR (RHIA) PREFERRED.

**Duty 1:** IDENTIFIES CASES FROM A VARIETY OF CLINICAL SOURCES TO BE INCLUDED IN THE REGISTRY IN ACCORDANCE WITH THE MISSISSIPPI CANCER REGISTRY, COMMISSION ON CANCER, AND/OR CANCER COMMITTEE REPORTABILITY REQUIREMENTS AND NATIONAL STANDARDS FOR DETERMINATION OF MULTIPLE PRIMARY CANCERS IN AN INDIVIDUAL PATIENT.

**Duty 2:** ACCURATELY ANALYZES AND ABSTRACTS HEALTH INFORMATION FROM PAPER-BASED AND ELECTRONIC MEDICAL RECORDS INTO THE CANCER REGISTRY SOFTWARE AND OBTAINS LIFETIME FOLLOW-UP INFORMATION IN ACCORDANCE WITH THE TIMELINESS AND QUALITY CRITERIA ESTABLISHED BY STATE LAW AND ACCREDITING/CERTIFYING REGULATIONS.

**Duty 3:** DETERMINES THE SITE OF ORIGIN (TOPOGRAPHY) AND MORPHOLOGY OF THE CANCER AND CODES ACCORDING TO THE INTERNATIONAL CLASSIFICATION OF DISEASES FOR ONCOLOGY (ICD-O) AND OTHER NATIONAL CODING STANDARDS

**Duty 4:** READS AND INTERPRETS THE COMPONENTS OF THE MEDICAL RECORD, SUCH AS PATHOLOGY REPORTS, RADIOLOGY REPORTS, OPERATIVE REPORTS, PHYSICAL EXAMS AND TREATMENT MODALITIES TO CORRECTLY ABSTRACT, CODE AND STAGE CANCER CASES ACCORDING TO NATIONAL CODING STANDARDS.

**Duty 5:** STAGES CANCER RECORDS AND RECORDS BIOMARKERS AND PROGNOSTIC FACTORS ACCORDING TO THE AMERICAN JOINT COMMISSION ON CANCER TNM STAGING SYSTEM, SEER SUMMARY STAGING SYSTEM AND OTHER STAGING SYSTEMS

**Duty 6:** COMMUNICATES WITH PHYSICIANS, PATIENTS, OTHER DEPARTMENTS, OUTSIDE CLINICS AND OTHER HOSPITALS TO OBTAIN PATIENT FOLLOW-UP INFORMATION, AS WELL AS, FOR DATA QUALITY CONTROL AND COMPLETENESS OF REPORTING.

**Duty 7:** CONDUCT QUALITY ASSURANCE ACTIVITIES SUCH AS REVIEW OF ABSTRACTED DATA FOR ACCURACY, RESOLUTION OF DATA EDITS, CONSOLIDATION OF MULTIPLE DATA REPORTS INTO A CONCISE RECORD

FOR EACH CANCER CASE, AND INCLUSION OF ADDITIONAL TREATMENT AND FOLLOW-UP INFORMATION OBTAINED AFTER COMPLETION OF THE INITIAL ABSTRACT

**Duty 8:** PARTICIPATES IN CANCER EDUCATIONAL ACTIVITIES.

**Duty 9:** THE DUTIES LISTED ARE GENERAL IN NATURE AND ARE EXAMPLES OF THE DUTIES AND RESPONSIBILITIES PERFORMED AND ARE NOT MEANT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. MANAGEMENT RETAINS THE RIGHT TO ADD OR CHANGE DUTIES AT ANY TIME.

**Physical Demands:**

**Exposed to Unpleasant Environment:** None

**Handles Dangerous Equipment:** None

**Lifts or carries 10lbs:** Occasionally = up to 20%

**Lifts or Carries 10-25lbs:** Occasionally = up to 20%

**Lifts or carries 25-50lbs:** None

**Lifts or carries 50-75lbs:** None

**Lifts or carries 75-100lbs:** None

**Lifts or carries over 100lbs:** None

**Exposed to biohazardous conditions:** None

**Works hours beyond regular:** Occasionally = up to 20%

**Travels to offsite locations:** Occasionally = up to 20%

**Drives:** None

**Activites subject volume changes:** Occasionally = up to 20%

**Work produced is precice measurements:** Constantly = at least 51% of the time

**Climbs:** Occasionally = up to 20%

**Crawls:** None

**Crouces or stoops:** Occasionally = up to 20%

**Kneels:** Occasionally = up to 20%

**Pushes or pulls:** Occasionally = up to 20%

**Reaches:** Occasionally = up to 20%

**Sits:** Constantly = at least 51% of the time

**Stands:** Occasionally = up to 20%

**Twists:**  
Occasionally = up to 20%