SUBJECT: Patient Care Evaluation

SEE ALSO: Standards of the Commission on Cancer, (Standard 7.2.0)

INFORMATION

The purpose of this procedure is to inform tumor registry staff of the evaluation process and procedure for performing an American College of Surgeons Patient Care Evaluation (PCE) study.

PROCEDURE:

1. At the first Cancer Committee meeting of the year, it is decided which American College of Surgeons Patient Care Evaluation (PCE) tumor registry will perform for the year.
2. Tumor Registry will access the Internet Explorer search engine and type in www.facs.org and press enter. A list will appear, click on American College of Surgeons.
3. At the website, go to the table of contents and double click. Look for Cancer Programs and click. Go to the Commission on Cancer Programs and Activities menu and click.
4. Scroll down to the National Cancer Data Base (NCDB) and find the PCE that was decided on at the CC meeting and click on the instructions and press enter. Adobe Acrobat reader will come up and press the print button. Then press the back button and click on the PCE data form. The data form will come up on the screen and press the print button. The form will print. Close out the program.
5. Once the instructions and the data form have been printed, make a copy of each PCE data form.
6. Identify cases needing PCE’s while abstracting cases. Put the patient's medical record number on the data form. After abstracting a case in CPDMS, go to create. A pull down menu will appear. Scroll down to PCE, press enter. Certain fields of the PCE will appear up on the screen. These fields appear because when the case was abstracted certain information was already entered into the CPDMS program. You will not need to re-enter the information. Get out your instructions and start with the number on the screen and go down the line. While doing this, you will also manually enter the information on the data form. This will be your record that the PCE was completed.
7. When you are finished, press the F10 key to save it and close out the case.
8. At the end of the year, the tumor registrar will submit the information requested by the National Cancer Data Base. After they have evaluated the information, they will send the results of the PCE back to you. The finding will then be taken to the Cancer Committee.
9. The Cancer Committee will review the findings/comparisons and critiques/proposes the final recommendations.
10. The Cancer Committee will alter and/or supplement the above as appropriate.
11. The Cancer Committee will make recommendations or actions to be taken, approve the recommendations or actions.
12. The Cancer Committee will establish a time frame for implementing the recommendations and provide follow-up progress reports and make the resulting information available to the medical staff.

Approved: _________________________________  Authorized: ______________________________
Melanie J. Macomb, RHIA                      Victoria Bradley, RN, MS
Manager of Medical Records                  Director of Patient Information