SUBJECT: Annual Report

SEE ALSO: Standards of the Commission on Cancer, (Standard 2.2.0)

INFORMATION

The purpose of this procedure is to inform the tumor registry staff of the procedure to compile the Annual Report as required by the Commission on Cancer.

PROCEDURE:

1. Establish the site to be reviewed for the Annual Report with the Cancer Committee.
2. Once the site has been chosen, tumor registry will ask the appropriate physician to write an article comparing UK's data with state and national data.
3. The registrar will meet with the physician to discuss what data will be needed for the article and to set a deadline for the report to be finished.
4. The registrar and the physician will gather data for the article from the appropriate sources and meet again to discuss the information and to determine if anything else is required for the physician to complete the article.
5. The cancer registrar will ask the chairman to write an article recapping the activities of the Cancer Program on the previous year. The Associate Director for Administration of the Markey Cancer Center will also be asked to write an article comparing UK's top five cancer sites to state and national statistics.
6. An updated list of the Cancer Committee members for the year will need to be obtained from the Cancer Committee chairman.
7. The cancer registrar will write an article highlighting the activities of the Tumor Registry for the year.
8. Statistical data will be retrieved from CPDMS for displaying in the annual report.
9. Tumor Registry will work with Marketing on the final arrangement of the Annual Report and send the final layout to Duplicating.
10. The annual report will need to be completed by November 1st of each year.

Approved: _________________________________  Authorized: ________________________________

Melanie J. Macomb, RHIA
Manager of Medical Records

Victoria Bradley, RN, MS
Director of Patient Information