SUBJECT: Tumor Registry/ Departmental Chart Flow

SEE ALSO:

INFORMATION

The purpose of this procedure is to inform Tumor Registrars about the flow of the patient’s chart within medical records.

PROCEDURE:

Chart flow:
1. When the patient has been discharged from the hospital, the chart will appear on a discharge patient list from admissions.
2. The chart is assembled and analyzed for deficiencies in Record assembly.
3. Once assembled, the chart is routed to the coding section.
4. The coders assign ICD-9-CM diagnosis and procedures. If the documentation contains a diagnosis of cancer or history of cancer, the coders will place pink tape on the outside of the chart.
5. The purpose for the pink tape is to emphasize that the chart needs to return to tumor registry for abstracting when completed.
6. After the coding staff codes the chart in SoftMed, the chart enters the Workroom for completion.
7. When the chart is completed, the chart is routed to tumor registry to be abstracted.

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