SUBJECT: Requests for Studies

SEE ALSO: KCR Study Training Manual

INFORMATION

The purpose of this procedure is to inform Tumor Registrars how to create a study for health care professionals requesting information about cancer patients and their data elements using the database.

PROCEDURE:

1. Document all requests for data in the Tumor Registry logbook.
2. Inform the requester that studies are generally completed within two weeks.
3. Ask the requester what information is required, any specific data elements he/she is searching for, and if he/she requires analytical, non-analytical, or both cases.
4. Ask the requester for a contact number in case questions arise while completing the request.

How to create a basic study (more extensive studies may require a KCR training session):

1. In the CPDMS Main Menu, go to the Data Analysis and enter.
2. Select a study group #1.
4. Enter the basic elements such as Case site code, Accession year, and class of case.
5. The computer will select the data pertinent to this information submitted.
7. Select one of the programs that meets the requirements for the study. Example: Descriptive (most common program), Mapping, etc.
8. Enter all the information the requester required about the patients case and select enter.

Approved: _________________________________  Authorized: ______________________________

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