SUBJECT: Tumor Registry Staging Form for Physicians


INFORMATION

The purpose of this procedure is to inform Tumor Registrars about the procedure for sending staging forms to the physicians. In accordance with the requirements of an accredited Cancer Program, University of Kentucky Hospital, Chandler Medical Center must follow all the guidelines from the American College of Surgeons (ACOS) in abstracting data from the medical records of all eligible cancer cases diagnosed on or after their reference date, which has been established as January 1, 1991. Also, by participation in the Cancer Patient Data Management System (CPDMS), University of Kentucky Hospital, Chandler Medical Center will fulfill the requirements of Kentucky law making cancer a reportable disease in the state of Kentucky. Also, CPDMS mandates the reporting of cancer data to the Kentucky Cancer Registry (KCR) which is located on 2365 Harrodsburg Road in Lexington, Kentucky.

PROCEDURE:

1. Review the patient’s chart for determining reportability according to the Abstractor’s Manual Reportability Rules.
2. Determine and code the primary site and histology codes using the ICD-O, 3rd edition book.
4. Review sections of site-chapter on anatomy of primary site, list of lymph nodes and any metastatic sites. Review rules for classification, including clinical and pathological staging guidelines.
5. Review the definitions for TN and M.
6. According to the definitions of TN and M, return to the medical chart and decide the TN and M staging.
7. Refer to the shaded box at the end of the chapter to assign a stage group using TN and M variables.
8. State in the abstract that the staging was done by the abstractor and will send staging form to the managing physician.
9. Fill out the correct staging form for primary site with the patient’s name, medical record number, and the managing physician’s name.
10. Print the appropriate information such as the pathology report, op report, d/c summary and attach the staging form.
11. Send to the appropriate physician for AJCC staging.
12. When receiving the completed staging form, enter the physician staging information and the physician stage code into the abstract.
13. File in the correct medical record behind the d/c summary that contains the date of diagnosis or the first treatment visit after the date of diagnosis.

Approved: _________________________________  Authorized: ______________________________
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