



Checklist for Hiring Cancer Reporting Contractors

The intention of this document is to assist reporting facilities in hiring Cancer Reporting contractors and to help contractors ensure that responsibilities between facilities and themselves are clearly defined. This list is not intended to be all inclusive, rather a minimum set of responsibilities for both parties involved. Individual facilities and independent contractors may have additional requirements beyond what is listed below (e.g. requiring contractors to hold business licenses).

Hospital/ Reporting Facility Responsibilities:

- ☐ Provide access to entire EMR to contractor in order to ensure completeness of data.
- ☐ Ensure remote access is working properly if the contractor is accessing the EMR remotely.
- ☐ Purchase and maintain software reporting license (s) which includes upgrading the software with new software version releases and edit metafiles.
- ☐ Owns their cancer reporting database. (Contractors must return the database to the facility if the vendor contract is terminated. If the contractor used their own computer the database must be completely wiped from the contractor's computer.)
- ☐ May consider requesting a copy of all the databases involved with their data collection efforts on a regular basis from the contractor.
- ☐ Be knowledgeable about California cancer reporting requirements for completeness, quality, and timeliness of cancer reporting. (See the California Cancer Registry's Volume I)
- ☐ Maintain open and on-going communication with contractors regarding their completeness and quality of cancer reporting.
- ☐ Maintain communication with their Regional Registry representative regarding the cancer reporting performance for their facilities.
- ☐ Be aware that the Regional Registry provides reports regarding completeness and timeliness for their facility.
- ☐ Provide contractor's contact information to the Regional Registry representative.
- ☐ Ensure that the contractor maintains the facility's cancer reporting requirements for complete and timely reporting per CCR's Volume I requirements.



Contractor's Responsibilities:

- ☐ Must identify who is abstracting at facility.
- ☐ Must be a Certified Tumor Registrar with a current Oncology Data Specialist (ODS) certification, or ODS eligible, including providing proof.
- ☐ Must be knowledgeable and conform to California Cancer Registry (CCR) requirements of completeness and quality per CCR's Volume I.
- ☐ When abstracting for ACOS/ Commission on Cancer facilities, contractors must meet ACOS standards, such as complete treatment information.
- ☐ Respond to Regional Registry inquiries such as quality control queries, audits, follow-back, Patterns of Care (POC) studies, and death clearance in requested time frame.
- ☐ Should carry liability insurance.
- ☐ Maintain consistent communication with hospital representative regarding cancer reporting activities and any issues accessing patient information.
- ☐ Maintain consistent communication with their Regional Registry representatives.
- ☐ If the contractor purchases their own software reporting system, they must install new software versions and/or edit metafiles when available in a timely manner.
- ☐ If the contractor is using their own computer(s) then hard drive(s) and backup devices need to be encrypted to the Hospital's requirements.
- ☐ If the contractor is using a remote connection they should attest that none of the Hospital's protected information will be stored on any remote computers.
- ☐ Ensure that the facility's cancer reporting requirements are met for complete and timely reporting.

Web Links for Cancer Reporting:

www.ccrca.org

www.crgc-cancer.org