Checklist for Hiring Cancer Reporting Contractors

The intentions of this document are 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. Contractors should be compensated fairly for their work. Individual facilities and independent contractors may have additional requirements (e.g. requiring contractors to hold business licenses).

Hospital/ Reporting Facility Responsibilities:

- ☐ Provide access to the entire EMR 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.
- ☐ Own 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.)
- ☐ Consider obtaining a copy of all the databases involved with their cancer reporting efforts on a regular basis.
- ☐ Be knowledgeable about California cancer reporting requirements for completeness and quality of cancer reporting. (See the California Cancer Registry's Volume I).
- ☐ Maintain open 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 quality for each facility.
- ☐ Provide contractor with an email account to be used for cancer reporting communications between the contractor, the facility, and/or the Regional Registry.
- ☐ Hospital should provide compensation in a timely manner.

Contractor Responsibilities:

- ☐ Must identify who performs the cancer case abstracting at the facility.
- ☐ Must be a Certified Tumor Registrar (CTR).
- ☐ Must maintain CTR certification and be able to provide proof.
- ☐ Must conform to California Cancer Registry (CCR) requirements of cancer reporting for abstracting, coding, completeness, timeliness, and quality.
- ☐ When abstracting for ACOS/ Commission on Cancer facilities, contractors must meet ACOS standards, such as obtaining 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.
- Contractors must use the reporting facility email address assigned to them for all correspondence regarding the facility's cancer reporting activities.
- If the contractor is using their own computer(s) then hard drive(s) and backup devices need to be encrypted to the reporting facilities' satisfaction.
- If the contractor is using a remote connection they should attest that none of the reporting facilities' protected information will be stored on any remote computers.

Web Links for Cancer Reporting:

www.ccrcal.org

www.crgc-cancer.org