

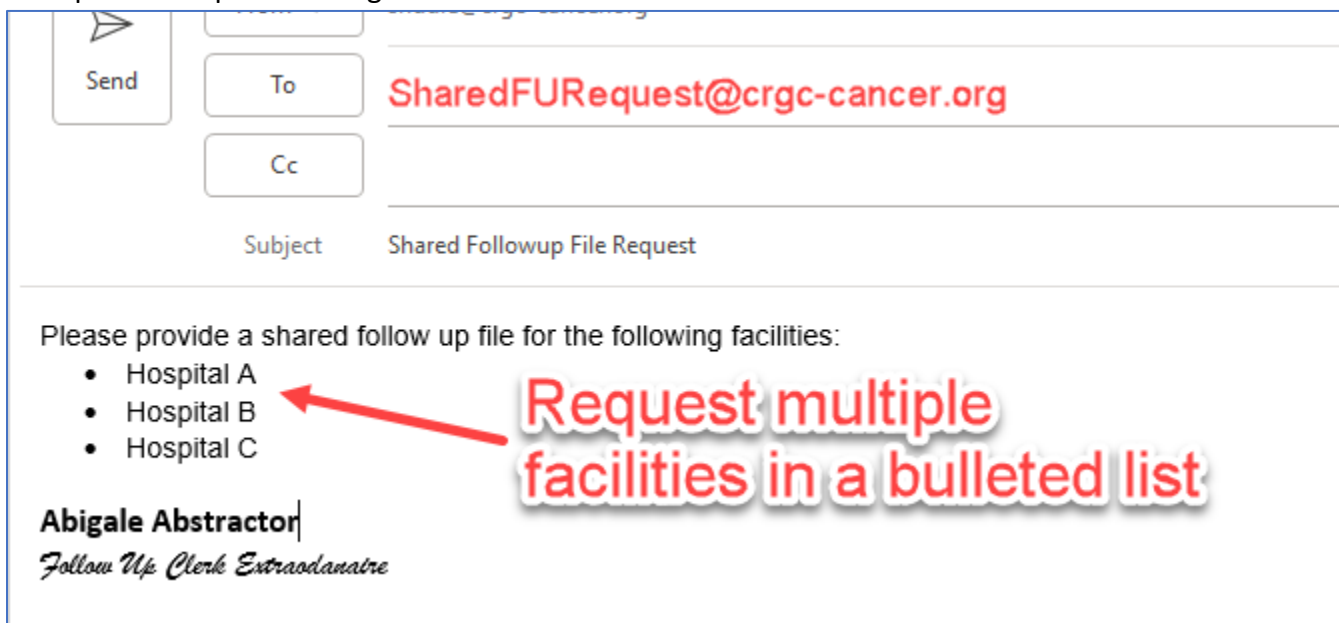
CRGC Shared Follow Up Request Policy

The process to create and post a shared follow up file is manual in nature. Because of this, files will only be generated once a calendar month by email request. We will not accept requests for the future creation of files. Therefore, if you wish to have a file generated monthly then you will need to make a request monthly.

When making a request we ask that the following be part of your message:

1. **Recipients:** Send to ShareFURequest@crgc-cancer.org. This email address is set up to be monitored by multiple CRGC staff. Sending an email directly to a specific CRGC employee will result in a delay in fulfilling your request.
2. **Facilities:** Explicitly list the facility/facilities as part of your request. If you have more than one facility, then please provide a bullet list as it is easy to determine which facilities are being requested. We service over 230 facilities, so it helps to be explicit in your request.

Example of a request message



Send To Cc

SharedFURequest@crgc-cancer.org

Subject Shared Followup File Request

Please provide a shared follow up file for the following facilities:

- Hospital A
- Hospital B
- Hospital C

Request multiple facilities in a bulleted list

Abigale Abstractor
Follow Up Clerk Extraordinaire

We will make every effort to generate a file and have it available within 3 business days. **Please note:** The 3-business day goal specifically applies to requests using the ShareFURequest@crgc-cancer.org email. We will not guarantee this service level if a request is sent to another email address.

We do make exceptions regarding the once-a-month rule for facilities that have a pending ACoS survey scheduled within 30 days.