


Name of Policy: <u>Case Finding</u> Policy Number: 3364-105-401 Department: Cancer Center Approving Officer: Vice President & Executive Director Responsible Agent: Director, Dana Cancer Center Scope: Cancer Center Administration	 Effective Date: 03/01/2020 Initial Effective Date: 1/1974
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Case finding is the first step in the recording and tracking of patients with a diagnosis or treatment of cancer. It is a systematic method of identifying all eligible cases that should be included in the Cancer Registry database.

(B) Purpose of Policy

To identify patients with the diagnosis of cancer as reported through the coordination of various departments.

(C) Scope

This policy applies to all health information management employees, cancer registry department, the pathology department and the radiation oncology department.

(D) Procedure

In the Health Information Management (HIM) Department:

1. The coding unit of the HIM department codes patient encounters at UTMC. ICD-10 and CPT codes from these encounters correspond from the submitted casefinding list from the Cancer Registry will be automatically placed in a queue in One Content for the Cancer Registry to review. The casefinding list consists of criteria mandated by the State of Ohio as well as by the American College of Surgeons' Commission on Cancer.

In the Pathology Department:

1. Hard copies of pathology reports with the diagnosis of cancer are forwarded to the Cancer Registry via the HIM department printer.
2. A monthly Code 9 report of all the pathology reports is ran by the Cancer Registry to ensure that all cases reportable are identified and followed.

In the Radiation Department:

1. Radiation treatment notes are forwarded to the Cancer Registry in order to ensure all cases reportable and treatments are identified and followed.
2. Monthly patient schedules are sent to the Cancer Registry

In the Cancer Outpatient Clinic

Weekly patient schedules are sent to the Cancer Registry

Approved by:		Review/Revision Date:
/s/ Daniel Barbee, MBA, RN, BSN, FACHE Chief Executive Officer - UTM	<u>02/24/2020</u> Date	3/13 1/12 3/10 3/14 3/17 3/20
/s/ Allen Seifert Chief Administrative Officer – Outpatient Integrated Clinical Operations	<u>02/24/2020</u> Date	
/s/ Carrie Andrews, BA, CTR Cancer Registry	<u>02/23/2020</u> Date	
/s/ Krishna Reddy, MD. Ph.D. Chairman, Cancer Committee	<u>02/24/2020</u> Date	
		Next Review Date: 03/01/2023
Policies Superseded by This Policy: 10-401		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.