Name of Policy:	Master Index File		
Policy Number:	3364-105-402	THE UNIVERSITY OF TOLEDO	
Department:	Cancer Center	THE UNIVERSITY OF TOLEDO MEDICAL CENTER	
Approving Officer:	Vice President & Executive Director		
Responsible Agent:	Director, Dana Cancer Center	Effective Date : 03/01/2020	
Scope:	Health Information Management	Initial Effective Date: 1/1971	
New policy proposal Minor/technical revision of existing policy Major revision of existing policy X Reaffirmation of existing policy			

(A) Policy Statement

The Master Index File for the Cancer Registry is maintained in the Electronic Registry Systems (CRSTAR) database. The Master Index File includes all patients, living or expired, which have been entered into the registry database since the Cancer Registry's reference date which is 1/1/2001.

(B) Purpose of Policy

The Master Index File is used to track the status of patients: alive or deceased, new patient, or follow-up patient.

(C) Scope

This policy applies to all health information management employees. Mainly used by the cancer registry department in conjunction with the cancer committee.

(D) Procedure

To create the report in CRSTAR:

- 1. See "CRSTAR Users Manual" for directions on how to create this file in the CRSTAR system as a report. (http://www.ers-can.com/files/manual/sh/ers-sh.pdf Copy and paste this web address into your web browser)
- 2. Patients having a diagnosis of more than one primary malignant neoplasm will only have one accession number assigned and reflected on the Master Index File.
- 3. Information included for each patient on the list:
 - a. Patient nameb. Accession number
 - c. Medical Record Number
 - d. Date of Birth
 - e. Primary site topography code
 - f. Sequence code numbers

- g. Topography description
- h. Date of initial diagnosis
- i. Class of case
- j. Date of last follow-up entered or expiration date
- k. Classification of either followed or expired
- 1. Status of cancer at last follow-up or date of death

Approved by:		Review/Revision Date:	
		9/86 4/11	
		4/87 10/12	
		6/88 10/13	
		9/90 3/15	
<u>/s/</u>	02/24/2020	8/91 3/17	
Daniel Barbee, MBA, RN, BSN, FACHE	Date	2/94 3/20	
Chief Executive Officer - UTMC		9/96	
		1/99	
		3/02	
<u>/s/</u>	02/24/2020	4/03	
Allen Seifert	Date	8/04 7/05	
Chief Administrative Officer – Outpatient Integrated Clinical		5/06	
Operations		11/07	
		4/08	
		3/09	
/s/	02/23/2020	3/10	
Carrie Andrews, BA, CTR	Date	3710	
Cancer Registry			
/s/	02/24/2020		
Krishna Reddy, MD. Ph.D.			
Chairman, Cancer Committee	Date		
Chairman, Cancer Committee		Next Review Date:	
olicies Superseded by This Policy: 10-402		03/01/2023	

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