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| Name of Policy: <u>Master Index File</u> Policy Number: 3364-105-402 Department: Cancer Center Approving Officer: Vice President & Executive Director Responsible Agent: Director, Dana Cancer Center Scope: Health Information Management |  Effective Date: 03/01/2020 Initial Effective Date: 1/1971 |
| <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

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 name
 - b. 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
 - l. Status of cancer at last follow-up or date of death

