


Name of Policy: <u>Suspense File</u> Policy Number: 3364-105-403 Department: Cancer Center Approving Officer: Vice President & Executive Director Responsible Agent: Director, Dana Cancer Center Scope: Cancer Center Administration	 Effective Date: 03/1/2020 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

A suspense file will be kept by the Cancer Registry for all patients newly diagnosed and/or treated at the University of Toledo Medical Center (UTMC), recurrences diagnosed and/or treated at UTMC, or cancer diagnosis at autopsy at UTMC not yet accessioned by the Cancer Registry. These cases are identified via case finding (refer to Policy number 3364-105-401).

(B) Purpose of Policy

The purpose of a suspense file is, after identifying a potential case for the registry from a case finding source, to allow the Cancer Registry to assess whether the case is reportable, is already reported (and is already in the registry database), or could potentially be recorded in a file of non-reportable cases. This file is a temporary storage area for cases to be stored and tracked until the Cancer Registry can accession them. The suspense file also serves as a “double check” for identifying new patients. This enables all information available at the time of entry into the suspense file to be documented in the registry database for use when the Cancer Registry accessions the reportable case.

(C) Procedure

1. Use the sources of Case Finding found in Policy 3364-105-401 to check against the Master Index File (see Policy number 3364-105-402) to determine the status of the cases (newly diagnosed, recurrence, follow-up of already accessioned cases).
2. If the case is new, they are entered into the Electronic Registry Systems (CRSTAR) database under the “Abstract Management-Suspense-Suna Data” tab combination function. All demographic patient information, site code, morphology, date of diagnosis, co-morbidities and complications are recorded into the proper fields. There is a “Remarks” field which can be used for all other pertinent information required when the Cancer Registry accessions a case from suspense.
3. If the patient is already recorded in the CRSTAR database, the information is added under the “Abstract Management-Abstract-Follow-up” tab combination function. Once selected, the information needed for follow-up is date of first contact, patient status, cancer status, quality of life, follow-up notes, and expiration information if applicable. There is a remarks field to expand on information if needed. The list of physicians who all participated in diagnosis and treatment is listed where revisions or additions of these physicians can be made.

Approved by:	Review/Revision Date:
<u>/s/</u> Daniel Barbee, MBA, RN, BSN, FACHE Chief Executive Officer - UTMC	<u>02/24/2020</u> Date
<u>/s/</u> Allen Seifert Chief Administrative Officer – Outpatient Integrated Clinical Operations	<u>02/24/2020</u> Date
<u>/s/</u> Carrie Andrews, BA, CTR Cancer Registry	<u>02/23/2020</u> Date
<u>/s/</u> Krishna Reddy, MD. Ph.D. Chairman, Cancer Committee	<u>02/24/2020</u> Date
<hr/> <i>Review/Revision Completed By:</i> Cancer Registry	Next Review Date: 03/01/2023
Policies Superseded by This Policy: 10-403	

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