


Name of Policy: <u>Abstracting</u> Policy Number: 3364-105-406 Department: Cancer Center Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Chief Administrative Officer – Outpatient Integrated Clinical Operations Scope: Cancer Center Administration	 Effective Date: 03/1/2020 Initial Effective Date: 1/1979		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </td> </tr> </table>		<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
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(A) Policy Statement

The abstract is the main method which summarizes the pertinent information about the patient, cancer diagnosis and treatment, and patient follow-up.

(B) Purpose of Policy

Allocation of University of Toledo Medical Center’s (UTMC) resources for the diagnosis and treatment of cancer ensures optimal planning by the Cancer Program and Administration. Accurate and complete data by the Cancer Registry must be maintained to aid in this planning. Other purposes of the Cancer Registry data collected can be used for research investigations, studies of quality and outcome evaluation.

(C) Scope

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

(D) Procedure

1. An abstract must be completed for all reportable primaries diagnosed and/or initially treated at UTMC since the Cancer Registry’s reference date (2004). An abstract must be completed for each primary if a patient has more than one primary as outlined in the Multiple Primary and Histology Coding Instructions (MP/H). The 2007 Multiple Primary and Histology Coding Rules present the first site-specific multiple primary and histology rules developed to promote consistent and standardized coding by cancer registrars.
2. Components of an abstract include patient identification, cancer identification, stage of disease at diagnosis, first course of treatment, outcomes, case administration descriptors and any other requirements of the American College of Surgeons/Commission on Cancer (ACS/CoC).
3. All records will be used in order to complete the abstract. This includes but is not limited to Inpatient, Outpatient, Clinic, Emergency Room, Radiology, Pathology, Radiation Therapy or Hematology/Oncology records.
4. For cases diagnosed elsewhere or referred elsewhere for treatment, completion is achieved through calling, writing, or faxing physicians, hospitals or other cancer registries to obtain the required information. This may need to be performed multiple times in order to ensure thoroughness of the data being recorded.
5. The rules and regulations outlined in the STandards for Oncology Registry Entry Manual. Released 2018. (STORE) will be followed for abstracting guidelines.

6. The Cancer Registry will abstract all reportable cases within six months of the date of first contact 90% of the time to be in accordance with the ACS/COC Standard 3.3

Approved by:		Review/Revision Date:	
		9/86	10/12
		4/87	11/13
		6/88	03/14
		8/91	3/2017
		2/94	3/2020
		9/96	
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		5/06	
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		4/11	
<u>/s/</u>	<u>02/24/2020</u>		
Daniel Barbee, MBA, RN, BSN, FACHE	Date		
Chief Executive Officer - UTMC			
<u>/s/</u>	<u>02/24/2020</u>		
Allen Seifert	Date		
Chief Administrative Officer – Outpatient Integrated			
Clinical Operations			
<u>/s/</u>	<u>02/23/2020</u>		
Carrie Andrews, BA, CTR	Date		
Cancer Registry			
<u>/s/</u>	<u>02/24/2020</u>		
Krishna Reddy, MD, Ph.D.	Date		
Chairman, Cancer Committee			
		Next Review Date: 03/01/2023	
Policies Superseded by This Policy: 10-412			

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