


<b>Name of Policy:</b>	<u>Cancer Registry's Reference Date</u>	
<b>Policy Number:</b>	3364-105-420	
<b>Department:</b>	Cancer Center	
<b>Approving Officer:</b>	Chief Executive Officer - UTMC	
<b>Responsible Agent:</b>	Chief Administrative Officer – Outpatient Integrated Clinical Operations	
<b>Scope:</b>	Cancer Center Administration	<b>Effective Date:</b> 03/1/2020 Initial Effective Date: 8/2007
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

The Cancer Registry uses the reference date to determine which eligible cases must be included in the Cancer Registry database. The reference date is January 1 of the specified year determined by the Cancer Committee and approved by the American College of Surgeons/Commission on Cancer (ACS/CoC).

**(B) Purpose of Policy**

The reference date gives a point of origin for the Cancer Registry to begin tracking on that date and after of all eligible cases that must be included in the registry.

**(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**

1. The reference date for University of Toledo Medical Center's (UTMC) Cancer Registry is January 1, 2004.
2. All eligible cases from there after are mandated to be recorded in the Cancer Registry database.

<b>Approved by:</b>		<b>Review/Revision Date:</b>
<u>/s/</u>	<u>02/24/2020</u>	11/07
Daniel Barbee, MBA, RN, BSN, FACHE Chief Executive Officer - UTMC	Date	4/08
		3/09
		4/10
		4/11
<u>/s/</u>	<u>02/24/2020</u>	10/12
Allen Seifert	Date	03/13
Chief Administrative Officer – Outpatient Integrated Clinical Operations		03/14
		3/17
		3/20
<u>/s/</u>	<u>02/23/2020</u>	
Carrie Andrews, BA, CTR Cancer Registry	Date	
<u>/s/</u>	<u>02/24/2020</u>	
Krishna Reddy , MD, Ph. D Chairman, Cancer Committee	Date	
		<b>Next Review Date:</b> 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**Policies Superseded by This Policy:** 10-412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.*