

UW HEALTH JOB DESCRIPTION

CANCER REGISTRY TECHNICIAN

Job Code: 300129	FLSA Status: Non-Exempt	Mgt. Approval: S. Saari	Date: Jan 2021
Department: Quality, Regulations, and Accreditation	HR Approval: J. Middleton	Date: Jan 2021	

JOB SUMMARY

The Registry Support Specialist is responsible for reviewing medical records to identify potential cases for inclusion in the registry. The position is accountable for accurately entering new cases using established coding procedures and registry specifications, ensuring completeness of new cases added, interpreting complex medical information in the electronic medical record when entering follow-up outcomes, abstraction and entry of non-analytic cases, and completing general registry duties.

The incumbent applies the policies and procedures of the registry in accordance with UW Health standards and governing national registry criteria to assist in the achievement of institutional goals. This position is largely self-directed and has regular access to confidential patient information.

MAJOR RESPONSIBILITIES

- Abstract all information pertinent to identifying the case from the medical record and other applications and enter that information into the registry following national registry criteria in preparation for abstraction.
- Abstract and enter follow-up outcomes into the national registry following national registry criteria.
- Abstract and enter non-analytic cancer cases into the registry following registry criteria.
- Review ICD-10 codes to determine case eligibility.
- Review pathology reports and use oncology coding system when applicable for case eligibility.
- Compare new casefinding information with existing database information to determine whether case is a duplicate or new case.
- Review medical records for follow-up clinical activity and outcomes on established cases.
- Document and track data specifications. Identify and interface with internal individuals and groups.
- Maintain integrity of the registry database by submitting accurate and timely data, performing edit checks, auditing, inter-rater reliability, and re-abstrating.
- Plan and perform a regular review of registry progress in conjunction with manager to determine progress towards production goals.
- Analyze system and propose appropriate changes in mechanism of case finding and follow-up data entry.
- Maintain correspondence with referring physicians, patients, and families as required by the registry.
- Educate, train and mentor others on data entry into the registry for case finding, follow up, and non-analytic cases.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate's degree or higher in healthcare related field. Three (3) years of cancer data abstraction experience may be considered in lieu of degree in addition to experience below.
	Preferred	Associate's degree in Cancer Information Management (CIM)
Work Experience	Minimum	One (1) year of healthcare experience involving medical terminology, cancer data abstraction or a cancer related field.
	Preferred	Three (3) years of healthcare experience involving medical terminology, cancer data abstraction or a cancer related field.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Superior attention to detail with excellent verbal and written communication skills • Ability to work independently and be result oriented • Ability to interact with all levels of staff • Ability to maintain confidentiality of sensitive information • Ability to independently handle multiple ongoing or recurrent tasks • Ability to work well under tight timelines • Ability to establish and maintain effective working relationships with coworkers • Knowledge of and ability to use computers, including word processing, spreadsheets, graphics, and database management

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- Ability to plan and organize a busy workflow
- Knowledge of medical terminology, anatomy, and physiology.
- Ability to interpret/analyze patient outcomes
- Knowledge of data abstraction techniques
- Basic knowledge of ICD9/ ICD10 coding
- Ability to work independently on assigned projects and to recommend improvement to the process of collecting, maintaining, and reporting patient information

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities with disabilities to perform the essential functions of this position.*

	Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.