PROCEDURE GUIDELINES FOR CANCER REGISTRIES

Registry Operations Committee

Comments and suggestions on this and other NAACCR documents are welcome. Please send your comments to the editor or any member of the NAACCR Board of Directors.

The completed series *Procedure Guidelines for Cancer Registries* are:

Series I: Interstate Data Exchange 1

This document is intended for use by the operations staff of a population-based cancer registry who are involved in the exchange of cancer patient information with other cancer registries.

Original release: December 1999
Updated pages 2, 6, and 7: May 2000
Updated multiple pages: January 2001

Series II: Calculating the Death Certificate Only (DCO) Rate 22

This document is intended as a guide for what to include when calculating DCO rates.

Original release: June 2000

Series III: Preparing a Policy and Procedure Manual 28

This document is intended for use by the staff of a population-based cancer registry as a guide to preparing a detailed policy and procedure manual for the operation of the registry.

Original release: January 2001

In the course of writing this document, the decision was made to avoid reference to a specific version of the NAACCR Data Exchange format, because it changes almost every year. The Registry Operations Committee thought that listing a specific version would make this current document obsolete in the very near future.

Copies of all standards documents can be viewed or downloaded from NAACCR's World Wide Web site at www.naaccr.org. For additional paper copies, write to the NAACCR Executive Office at 2121 West White Oaks Drive, Suite C, Springfield, IL 62704.

The editing, printing, and distribution of this publication were made possible by contract number NO2-PC-05030 from the National Cancer Institute (NCI) and Cooperative Agreement #U75/CCU515998-03 from the Centers for Disease Control and Prevention (CDC). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of NCI or CDC.

Members of the Registry Operations Committee
2000-2001

Jan Snodgrass, C.T.R., Editor, and Chair
Illinois State Cancer Registry
Illinois Department of Public Health
605 W. Jefferson Street
Springfield, IL 62761
Tel: 217-785-7132
Fax: 217-524-1770
E-mail: jsnodgra@idph.state.il.us

Judy Boone
University of Southern California Cancer Surveillance Program
1540 Alcazar Street, CHP 204
Los Angeles, CA 90033
Tel: 323-442-2330
Fax: 323-442-2301
E-mail: jboone@hsc.usc.edu

Robin Bott, C.T.R.
Colorado Central Cancer Registry
Colorado Department of Public Health
4300 Cherry Creek Drive, South
Denver, CO 80222-1530
Tel: 303-692-2542
Fax: 303-782-0095
E-mail: robin.bott@state.co.us

Asa Carter
American College of Surgeons
Commission on Cancer
633 St. Clair
Chicago, IL 60611-2797
Tel: 312-202-5180
Fax: 312-202-5009
E-mail: acarter@facs.org

Gayle Clutter, C.T.R.
Centers for Disease Control and Prevention
4770 Buford Highway, NE-MS K55
Atlanta, GA 30341-3724
Tel: 770-448-4570
Fax: 770-448-4639
E-mail gcc6@ccdcpc1.em.cdc.gov

Darlene Dale
Cancer Care Ontario
620 University Avenue
Toronto, Ontario M5G 2L7
Canada
Tel: 416-217-1228
Fax: 416-971-6888
E-mail darlene.dale@cancercare.on.ca

April Fritz, A.R.T., C.T.R.
Surveillance, Epidemiology, and End Results Program
National Cancer Institute
National Institutes of Health
Executive Plaza North, Room 343J
6130 Executive Blvd, , MSC 7352
Rockville, MD 20852
Tel: 301-402-1625
Fax: 301-496-9949
E-mail: april.fritz@nih.gov

Rose M. Garner, C.T.R.
Impac Medical Systems, Inc.
3390 Urbana Pike
Urbana, MD 21704
Tel: 301-874-5166
Fax: 301-874-5164
E-mail: rgarner@impac.com

Kay Gebhard
New Mexico Tumor Registry
2325 Camino de Salud N.E.
Albuquerque, NM 87131-5306
Tel: 505-272-5557
Fax: 505-272-8572
E-mail: kgebhard@nmtr.unm.edu

Joanne Harris, C.T.R.
Barbara Ann Karmanos Cancer Institute
110 E. Warren Avenue
Detroit, MI 48201
Tel: 313-833-0715, ext. 2345
Fax: 313-831-7806
E-mail: harris@kci.wayne.edu

Jill MacKinnon
Florida Cancer Data System
P.O. Box 016960 (D4-11)
Miami, FL 33101
Tel: 305-243-3426
Fax: 305-243-4871
E-mail: jmackinnon@cancer.med.miami.edu

Donna Morrell, C.T.R.
University of Southern California Cancer Surveillance Program
1540 Alcazar Street, CHP 204
Los Angeles, CA 90033
Tel: 323-442-2334
Fax: 323-442-2301
E-mail: dmorrell@hsc.usc.edu

Members of the Registry Operations Committee
2000-2001

Judy Moulder, C.T.R.
Mississippi Department of Health
P.O. Box 1700
2423 N. State Street
Jackson, MS 39215-1700
Tel: 601-576-7411
Fax: 601-576-7407
E-mail: jmoulder@msdh.state.ms.us

Robin Dietrich Otto, R.R.A., C.T.R.
Pennsylvania Department of Health
555 Walnut Street, Sixth Floor
Harrisburg, PA 17101-1900
Tel: 717-783-2584
Fax: 717-772-3258
E-mail: rotto@health.state.pa.us

Susan Van Loon, R.N., C.T.R.
New Jersey State Cancer Registry
3635 Quaker Bridge Road
CN 369
Trenton, NJ 08625-0369
Tel: 609-588-3500
Fax: 609-588-3638
E-mail: svanloon@doh.state.nj.us

Shannon Vann, R.R.A., C.T.R.
Illinois State Cancer Registry
2125 South First Street
Champaign, IL 61820
Tel: 217-278-5913
Fax: 217-278-5959
E-mail: svann@idph.state.il.us

Lydia Voti
Florida Cancer Data System
University of Miami
P.O. Box 016960 (D4-11)
Miami, FL 33101
Tel: 305-243-2639
Fax: 305-243-4871
E-mail: ivoti@cancer.med.miami.edu

William Wright, Ph.D.
California Cancer Registry
California Department of Health Services
601 N. Seventh Street
Sacramento, CA 94234-7320
Tel: 916-322-5863
Fax: 916-327-4657
E-mail: bill@ccr.ca.gov

Interstate Data Exchange Subcommittee
Kay Gebhard, New Mexico Tumor Registry
Nancy Jackson, C.T.R., California Cancer Registry
Judy Moulder, C.T.R., Mississippi Department of Health, **Chair**
Pam Parrish, C.T.R., Illinois State Cancer Registry
Mark Rudolph, Florida Cancer Data System
Jan Snodgrass, C.T.R., Illinois State Cancer Registry, **Editor**

Policy and Procedure Manual Subcommittee
Gayle Clutter, C.T.R., Centers for Disease Control and Prevention
Joanne Harris, C.T.R., Detroit SEER
Jill MacKinnon, Florida Cancer Data System
Shannon Vann, C.T.R., Illinois State Cancer Registry