



# Example of Cancer Registrar Job Description

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Our company is looking for a cancer registrar. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cancer registrar

- Codes topography & histology of cases in addition to coding all items of information for computer entry
- Add additional information including death dates
- Compiles data for research and educational purposes for administration and medical staff
- Performs well-documented quality control, including casefinding and abstracting functions
- Exchanges cancer registry data in accordance with all policies and procedures, institutional, and regulatory agency requirements
- Gathers surviving patient data for follow-up purposes
- Identifies and analyzes the history, diagnosis, treatment, disease status and survival data of cancer patients treated in the organization
- Prepares and electronically submits required reporting information to the state cancer database
- Collects data for patient care evaluations, protocol studies and conducting audits
- Complies with all reporting requests and requirements

## Qualifications for cancer registrar

- Abstracts data from patient medical record to include patient demographics, diagnostic procedures, history and extent of disease, treatment, follow-up, physician, and other related information

- Participates in cancer educational activities
- Ability to abstract and code cancer data using standard registry coding references
- High School Diploma or completion of GED equivalent