



Example of Cancer Registrar Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of cancer registrar. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for cancer registrar

- Maintain records on all cancer cases diagnosed and/or treated in this hospital
- Monitor disease progression through annual follow-up
- Coordination of the Oncology Care Model Census including identifying and enrolling OCM eligible patients, maintain census of all active OCM six-month episodes, and act as a resource for OHC staff for questions related to OCM
- Clinical Data Abstraction of patient charts for documentation of key data points, including diagnoses, stage of disease, prognostic indicators
- Auditing clinical data reports and providing feedback on inaccuracies and omissions
- Education to providers and management on documentation improvement strategies and the design of the electronic health record documentation tools and workflows
- Electronically generate and compile reports necessary for fulfillment of position standards
- Provide follow up on patients in the registry
- Coordinate patients care evaluation studies
- Support the various cancer committees and case conferences and extract information for physicians as requested and serve as a liaison with the Fred Hutchinson Cancer Research Center

Qualifications for cancer registrar

- 2 years clerical experience in a health information management setting required
- Ability to effectively communicate with physicians, the ability to tactfully communicate with patients when necessary
- High School diploma, Bachelor's degree in the Life Sciences field is preferred
- Minimum of one to three years of experience as a cancer/tumor registrar
- Must be CTR eligible and receive certification within 6 months of hire date