



Example of Cancer Registrar Job Description

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Our company is hiring for a 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

- Abstracting and follow-up on all cancer patients diagnosed and/or treated within the Network
- Registrars will actively participate in the compliance requirements to maintain the American College of Surgeons' Commission on Cancer accreditation
- CTR's will supervise the work of non-credentialed Cancer Registrars
- Certified Tumor Registrar (CTR) Requires extensive keyboarding
- Create a comprehensive computerized database of cancer information to ensure compliance with the legislative and accreditation requirements of the Illinois Department of Public Health~Illinois State Cancer Registry (IDPH ~ ISCR) and the American College of Surgeons (ACoS)
- Identify all reportable neoplasms abstracts, codes and enters medical information into the Cancer Registry database to provide cancer incidence, management and outcome information
- Provide support to internal market groups, clinicians, researchers and accrediting bodies to benchmark and evaluate compliance with evidence~based quality metrics
- Create reports to accurately portray organizational volumes and evaluate performance
- Act as a liaison between hospital facilities, external accrediting agencies, physicians, state department of health and human services, data vendors and technical support
- Assist with Cancer Program activities which include Cancer Committee

Qualifications for cancer registrar

- Ability to tactfully work with others to maintain quality data
- Maintain a minimum of 20 hours of continuing education credits in a 3 year cycle for CTR certification
- Two years of college or Associate's Degree
- Minimum of two (2) years Cancer Registry experience
- Good organizational skills, detail oriented, effective oral and written communication skills, strong computer skills (power point, word, excel, internet)
- Work requires the level of knowledge typically acquired through completion of two years of occupationally specific education or an Associate's degree in medical records or closely related field and one year of related coding experience