



# Example of Cancer Registrar Job Description

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Our company is growing rapidly and is hiring 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

- As the proper release of information
  - Prepares and electronically submits reporting information in the St
  - Completes SEER data and assists in maintaining American College of Surgeons Accreditation (ACOS)
  - Ascertains all reportable cancer cases by reviewing pathology reports, and various hospital records and logs
  - Determine class of case through review of source documents
  - Utilizes the Collaborative Staging system to code the greatest extent of disease based on combined clinical and operative/pathological assessment in accordance with the site-specific uniform rules as stated in the manual
  - Utilizes the Multiple Primary and Histology Coding Rules and priority lists to guide the process of determining the number of primaries so coded data is consistent and standardized
  - Utilizes a combination of the most precise clinical and pathological documentation of the extent of disease to categorize and assign a SEER Summary Stage to show how far a cancer has spread from its point of origin
  - Utilizes AJCC Cancer Staging Manual to categorize the severity of an individual's cancer based on the primary tumor on the extent cancer has spread in the body
  - Utilizes computer expertise in several different computer systems (METRIQ, EPIC, Varian, HPF, Star Patient Care, Allscripts, Softmed) to access information necessary for case completion
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- Ability to analyze multiple medical documents (including hospital records and computerized reports) to classify and code cancer data
- Knowledge of International Classification of Diseases for Oncology (ICD-O)
- Work requires familiarity with abstracting software and Microsoft Office products
- Requires certification as a Certified Tumor Register (CTR) (see above #1)
- Coordinates with other departments and physician offices to request and obtain pathology reports, hospital medical records, physician office charts
- Follow all living patients to obtain end results information on the quality of life and length of survival