

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Cancer Registrar	<u>SERIES NUMBER</u> 6433
	<u>MAJOR AGENCIES</u> Health Only	<u>EFFECTIVE</u> 4/1/2018

SERIES PURPOSE
 The purpose of the cancer registrar occupation is to receive, review, edit, code, classify & enter cancer incidence data for the Ohio cancer incidence surveillance system.
 Note: Classification is reserved for use by the Ohio Department of Health only.

<u>JOB TITLE</u> Cancer Registrar	<u>JOB CODE</u> 64331	<u>PAY GRADE</u> 29	<u>EFFECTIVE</u> 4/1/2018
---	---------------------------------	-------------------------------	-------------------------------------

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of disease pathology, anatomy, statistics, staging & coding of cancer, medical terminology & various manuals used by health care professionals in order to receive, review, edit, code, classify & enter cancer incidence data for Ohio Cancer Incidence Surveillance System.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Cancer Registrar	64331	14	4/1/2018	29

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives & reviews cancer incidence data in hardcopy or electronic format from hospitals & private practice physicians (e.g., reviews cases for completeness of critical data items; codes data submitted in hardcopy according to North American Association of Central Cancer Registry (NAACCR) standards & enters into cancer system software; edits data based upon guidelines issued by Centers for Disease Control and Prevention (CDC) National Program of Cancer Registries (NPCR). Contacts hospitals or physicians by telephone or electronic communications where data is incomplete or incorrect. Provides technical support and consultation to hospital-based cancer registries, medical records departments & private practice physician offices regarding staging of cancer & reporting of cancer cases by telephone and/or electronic correspondence & through onsite visits.

Conduct quality assurance activities in accordance with guidelines established by CDC and NAACCR to ensure accuracy, completeness and timeliness of data.

Assists in development of master file for all cancer cases diagnosed in Ohio to identify populations at-risk for targeting cancer prevention & control interventions & provide means of evaluating effectiveness of cancer prevention & control interventions; assists in writing reports summarizing/presenting data (e.g., monthly activity reports).

MAJOR WORKER CHARACTERISTICS

Knowledge of disease pathology; anatomy, statistics; staging & coding of cancer; medical terminology; health professional rules, guidelines & standards concerning staging & classification of diseases. Skill in operation of word processor/personal computer using basic techniques & data entry. Ability to review, edit, code & classify cancer incidence data according to established rules, guidelines & standards recognized among health care providers; respond to telephone, written & in-person contacts on case reporting, coding & classification; cooperate with others in identifying populations at-risk of cancer for targeting of cancer prevention & control interventions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

18 mos. exp. in review, edit, coding & classifying of cancer data; 1 course or 3 mos. exp. in operation of word processing equipment or personal computer using basic word processing techniques & data entry.

-Or completion of associates core program in Health Information Management; 1 course or 3 mos. exp. in operation of word processing equipment or personal computer using basic word processing techniques & data entry.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Certified tumor registrars receive a 5% pay supplement; on-going renewal/maintenance of certification by National Board for Certification of Registrars (i.e., NBCR) is necessary to retain pay supplement; incumbents of the cancer registrar classification are not required to obtain certification as a tumor registrar.

UNUSUAL WORKING CONDITIONS

Not applicable.