Title: Medical Information Services Manager - Cancer Registry

**Basic Function and Responsibility:**

To provide leadership and personnel management over the UM Cancer Registry, following Cancer Center policies and Commission on Cancer (COC) guidelines.

**Cancer Registry**

- Manage the daily operations of the Cancer Registry - act as liaison/contact person with Cancer Center and the American College of Surgeons (ACOS)
- Hire, train and evaluate Cancer Registry staff
- Organize, manage and oversee the ACOS site visit
- Ensure registry compliance with ACOS standards
- Retrieve data for ad hoc studies
- Disseminate data in accordance with policies, professional ethics and HIPPA guidelines
- Design, write and publish the annual report
- Verify accuracy and timeliness of abstracts and follow up for quality control
- Submit data to National Cancer Data Base (NCDB) and state registry at least annually
- Coordinate support data for grant funding and accreditation
- Write departmental procedures
- Maintain public relations with cancer patients and families
- Attend national, state or local professional meetings, workshops and continuing educational seminars to maintain certifications
- Generate status reports for administration as needed
- Promote teamwork within department and achieve overall department goals
- Communicate and promote value and use of Registry data to cancer faculty and staff

Cancer Committee (Cancer Work Group – CWG)
- Staff Cancer work group, set meeting dates, develop agendas and meeting minutes in conjunction with CWG Chairman
- Present data on Registry operations to CWS

Multidisciplinary Conferences (Tumor Boards)
- Collect agendas and meeting summaries, document meeting participation for ACOS
- Arrange for registry staff to attend conferences

Outcome Studies
- Present ACOS special studies to cancer work group for approval
- Present outcomes of quality studies

Future Direction/Initiatives
- Collaborate with clinical informatics and IT to improve Registry process and enhance overall data quality for research and population health initiatives
- Participate on data oversight committee to improve clinical and research data – collaborate with senior leadership and help provide strategic and tactical leadership and direction to cancer IT initiatives
- Insure alignment with national initiatives on data collection and analysis

Qualifications:

Bachelor’s degree in Health Information Management, Public Health or an equivalent combination of education and experience. Master’s degree preferred.

Four to five years of supervisory or administrative experience in a cancer registry or in health information management environment.

Certified Tumor Registrar (CTR), Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) (or comparable combination of
educational preparation and experience needed to manage data and provide effective leadership over Registry operations).

Thorough knowledge of the ACOS COC Accreditation Standards; medical terminology and human anatomy and physiology; ICD-O- 3 coding; AJCC staging; SEER Summary Staging, Collaborative Staging, Multiple Primary and Histology rules and basic computer skills. Experience in tumor registry software preferred.

Excellent verbal and written communication skill to work effectively with medical and administrative staff.

Demonstrated ability to identify and solve problems, develop effective teams and foster the development of individual and team effectiveness. Experience with process improvement and lean principles preferred.

**Supervision Received:** Direction received from Cancer Center Director of Operations.

**Background Screening**

University of Michigan health System conducts background screening and pre-employment drug testing on job candidates upon acceptance of a contingent job offer and may use a third party administrator to conduct background screenings. Background screenings are performed in compliance with the Fair Credit Report Act.

**U-M EEO/AA Statement**

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