Cancer Registry Quality Control Coordinator

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<tr>
<th>UMHS Title:</th>
<th>Cancer Registry Quality Control Coordinator</th>
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<tr>
<td>UMHS Job Code:</td>
<td>101460</td>
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<td>Grade:</td>
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<td>Department Name:</td>
<td>University of Michigan Comprehensive Cancer Center</td>
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<td>Reports to (title):</td>
<td>Cancer Registry Manager</td>
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<td>Location:</td>
<td>2500 Green Rd – Suite 100, Ann Arbor, MI</td>
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**SUMMARY:**

The Quality Control (QC) Coordinator assures accuracy and compliance with cancer registry operations. To include, but not limited to coding and staging; conduct and coordinate education of all coding and staging changes to staff; facilitates communication between Medical Coding Specialist (CTR-abstractor) and Cancer Work Group members to appropriate coding and abstracting is obtained to meet coding compliance. This position acts as a liaison between the cancer registry manager and the cancer registry staff. In addition, this role serves as a resource for the cancer registry manager, staff, physicians, and administration to obtain information or clarification on accurate documentation standards, guidelines, and regulatory requirements for optimal coding for research, statistics, financial planning and marketing.

**Cancer Registry Functions and Responsibilities – QC Coordinator**

- Cancer Registry Quality Assurance
  - Multiple quality assurance activities are developed, performed and reported to ensure cancer registry data and functions are analyzed in order to maintain accuracy, consistency and timeliness
  - Participate in the development and structuring/organizing of QC processes
  - At a minimum, follow the annual QC schedule
  - Cancer Registry Abstract review – minimum of 300 abstracts annually
    - Complete reviews, grids and report results to manager at least 2 weeks prior to Cancer Work Group meeting
  - Conduct regular audits and coordinate ongoing monitoring of coding accuracy
  - Conduct trend analyses to identify patterns and variations in coding practices
  - Identify documentation trends and issues to bring forth to manager and CWG for resolution
  - Initiates corrective action to ensure resolution of a coding problem identified during audit activities
  - Review, research and present questions to the Ca Forum on ACoS-CoC website and SEER Inquiry System as needed
  - Develop and present educational overview sessions
Job Description

- Corrective Action Plans / Education
  - Reports noncompliance issues detected through monitoring and auditing, corrective action plans implemented in response to identified problem and results of follow up audits to cancer registry manager and/or Cancer Work Group as appropriate
  - Collaborate with cancer registry manager to determine if corrective action plans and/or education is needed
- College of American Pathologists (CAP) review – minimum 300 reports annually
  - Complete grids and report results to cancer registry manager at least 2 weeks prior to the next Cancer Work Group meeting
- National Cancer Data Base (NCDB) error reports
  - Complete edits as soon as Metriq update is completed (1st week in January) each year
- Cancer Program Practice Profile Reports (CP3R)
  - Review, update and analyze data as soon as released and report at next CWG meeting
  - Determine any measures that fall below Estimated Performance Rates (EPR) or Confidence Intervals (CI)
  - Send results to CLP and registry manager
- Cancer Quality Improvement Program (CQIP)
  - Review for incorrect codes/information
- Staffing
  - Assist manager in hiring, training and evaluating cancer registry staff
  - Set up new employees with Metriq access and configure all computers the same
- Productivity
  - Assist manager in productivity standards
- Payroll
  - Assist manager in payroll process
- Case-finding, Abstracting and Follow-up processes
  - Assist manager in development and/or evaluation of all processes to ensure processes are effective for compliance
- Policies and Procedures
  - Demonstrate an understanding of University departmental and unit policies and procedures and seek clarification as needed
  - Assist manager in writing and revising Cancer Registry and Cancer Work Group policies and procedures
  - Assure compliance with safety program
  - Participate in and demonstrate an understanding of University Continuous Quality Improvement
- Data Requests
  - Assist manager in data requests that need analyzed for quality improvement
- Computer Operations
  - Assist manager in Metriq upgrades and/or other computer operations
- RQRS
- Implementation of and overseeing ongoing process once implemented

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Job Description

- Meetings
  - Assist manager in preparation of department meetings and workshops
  - ACoS-CoC – Cancer Work Group
    - Assist manager in organization and management of Cancer Work Group and ACoS-CoC re-accreditation surveys
  - Attend departmental meeting
  - Meet departmental quality and quantity standards for work performance
  - Expand job-related knowledge and skills by attending and participating in inservice and staff meetings
  - Continued ongoing learning and use of additional references to assure accuracy in decision making
  - Work and communicate effectively with co-workers, physicians, administration and others to accomplish organizational goals
  - Provide technical and clerical support to co-workers and others as needed
  - Perform other duties as assigned in order to maintain efficiency of the unit

- Credentials / Educational Requirements
  - Maintain professional credentials
    - Associate degree i.e. (RHIT) Registered Health Information Technologist
    - Certified Tumor Registrar (CTR)
    - Attend one educational session annually required by the CoC
  - Assist manager to ensure all cancer registry staff meet UMHS and ACoS-CoC requirements for required educational sessions
  - Meet with manager and CWG group on a routine bases to provide feedback and recommendations as needed
    - All CTR credentials are current
    - Both Certified and Non-Certified staff attend at least one educational session per year

- STATS/HOURS – Detailed reports are required weekly

JOB REQUIREMENTS: Knowledge, Skills, Abilities, Education, Experience

- Knowledge
  - Cancer Registry operations – extensive
    - ICD-O-3
    - AJCC Staging manual
    - Commission on Cancer – FORDs manual
    - Collaborative Staging manual
    - Multiple Primary and Histology Rules
    - Hematopoietic Data Base
    - SEER Rx Data Base
    - SEER Inquiry System
    - CA Forum
    - Other registry related resources
  - Cancer Registry software (Metriq) system
  - Proficient in Microsoft Excel, Word and Outlook
Job Description

- Standard office equipment
  - Skills
    - Demonstrates effective communication methods and skills, both verbally and in writing
    - Demonstrates strong organizational skills/priority setting skills to complete work timely and accurately while juggling many tasks
    - Strong managerial, leadership and interpersonal skills
    - Practices effective problem identification and resolution skills as a method of sound decision making
    - Demonstrates interpersonal skills required to work with many other people and personalities
    - Ability to lead or direct cancer registry staff effectively
  - Abilities
    - Requires the ability to use sound judgment, based upon the latest guidelines, federal and state statutes and regulations, as well as hospital and departmental policies
    - Continued growth in many areas
    - Ability to sit and look at computer screen for long periods of time
    - To use a computer, mouse, learn different software applications and references required to complete the job tasks
    - Be flexible to adjust assignments as priorities change
  - Education
    - Required – Certified Tumor Registrar (CTR)
    - Associates Degree with experience in all aspects of cancer registry operations and cancer program standards
    - RHIT or RHIA or an RN with cancer registry – preferred
  - Experience
    - Minimum of 5 years work experience in a cancer registry
    - Extensive knowledge and experience with all aspects of registry operations and ACoS-CoC standards, accreditation process, committees
    - Extensive experience in writing and analyzing data reports
    - Must be able to tolerate working under stress, limited time constraints and with frequent interruptions and deadlines

- UM Health System – Cancer Registry Department (offsite)
- Remote

U-M EEO/AA Statement
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