# HIM-2540: ABSTRACTING PRINCIPLES AND METHODOLOGIES FOR ONCOLOGY

## Cuyahoga Community College

**Viewing: HIM-2540 : Abstracting Principles and Methodologies for Oncology**

**Board of Trustees:**
2016-06-23

**Academic Term:**
2016-08-24

**Subject Code**
HIM - Health Information Management

**Course Number:**
2540

**Title:**
Abstracting Principles and Methodologies for Oncology

**Catalog Description:**
Covers the components and organization of a cancer patient health record. This course provides both general and specific instructions for abstracting pertinent information from: the patient record; and source documents using sample operative and pathologic reports. Instruction includes details on what should be recorded and how to record cancer information on the cancer registry abstract, study of the structure and content of source documents from the record, as well as abstracting principles and practices using patient health records. Normal methods and procedures used to diagnose cancer also discussed.

**Credit Hour(s):**
3

**Lecture Hour(s):**
3

## Requisites

**Prerequisite and Corequisite**
HIM-2530 Oncology Treatment and Coding; or departmental approval.

## Outcomes
**Course Outcome(s):**
Describe the components and organization of a cancer patient health record.

**Objective(s):**

1. Describe the components of a cancer patient's health record
2. Explain what should be recorded in a cancer patient record and source documents.
3. Identify documents that do not belong in a cancer patient's health record.

**Course Outcome(s):**
Abstract pertinent cancer information from multiple sources.

**Objective(s):**

1. Identify internet resources available for Cancer Registrars.
2. Demonstrate how to record cancer information on to the cancer registry abstract
3. Demonstrate how to abstract both general and specific pertinent cancer information from multiple resources, such as the outpatient record and inpatient health records; and source documents.
4. Describe the National Cancer Registrars Association code of ethics.

**Course Outcome(s):**
Describe the normal methods and procedures used to diagnose cancer.

**Objective(s):**
1. Explain and provide examples of the normal methods and procedures used to diagnose cancer.
2. Compare and contrast between physical and radiologic procedures for diagnosing cancer.
3. Compare and contrast manipulative and operative procedures used to diagnose and treat cancer.

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**Methods of Evaluation:**
1. Discussions in online forums or in the classroom
2. Written and oral assignments
3. Glossary assignments
4. Cancer and diagnostic activities utilizing the internet
5. Quizzes, tests, and a final exam.

**Course Content Outline:**
1. Abstracting Cancer Patients
   a. Abstracting cycle
   b. Identification of eligible cancer patients
   c. Collecting pertinent information about cancer cases (casefindings)
   d. Abstracting time frames
   e. Suspense System
       i. Potential cancer cases
2. Coding principles and methodologies for cancer diagnoses and treatments
   a. Coding resources
   b. Skills of cancer registrar
       i. Registrar training requirements
       ii. Registrar credentialing requirements
       iii. Medical knowledge or cancer diagnosis and treatment
       iv. Continuous education for the cancer registrar
3. Submitting cancer data to governing agencies
   a. Commission on Cancer
   b. American College of Surgeons
   c. Surveillance, Epidemiology and End Results (SEER) Program
   d. State and/or regional cancer registry
   e. Standards for data collection
4. Common sections in a Cancer Registry
   a. Patient Identification
       i. Demographics
       ii. Accession number
       iii. Sequence number
       iv. Physicians and institutions involved
   b. Cancer identification
       i. Class of case
       ii. Date of initial diagnosis
       iii. Primary site and histology
   c. Stage of disease at diagnosis
   d. First course of treatment
   e. Outcomes of disease
   f. Case administration
5. Objectives of Cancer Registry
   a. Identification and accession of all cases meeting criteria for inclusion in the cancer registry
   b. Quality control programs
   c. Dissemination of data while maintaining patient confidentiality
6. Composition and organization of patient outpatient, inpatient, and oncology health records
   a. Outpatient and inpatient records
   b. Structure and content of multiple source documents such as diagnostic, operative and pathologic reports
   c. Abstracting practices using patient medical records: what, when, and how

7.  Access to a Cancer Registry software systems
8.  General description of diagnostic procedures for cancer
9.  Clinical examinations:
    a.  history and physical findings
    b.  general description of cancer-related lab results
    c.  radiographic findings
    d.  cytologic and pathologic results
10.  Description of cancer-specific surgical procedures
11.  Common abbreviations, symbols and acronyms associated with cancer
12.  Common organizations associated with cancer research, and cancer registrar training

## Resources

National Cancer Registrars Association. *Cancer Registry Management: Principles Practices for Hospitals and Central Registries.* Third. Dubuque: Kendall Hunt, 2011.

National Cancer Institute (NCI). *Surveillance, Epidemiology and End Results (SEER) manual.* {ts '2014-12-30 00:00:00'}.

**Resources Other**

Internet research utilizing various websites

National Comprehensive Cancer Network Clinical Practice Guidelines - www.nccn.com

SEER Training website: www.training.seer.cancer.gov

PDF files

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