


<b>Name of Policy:</b> <u>HPF-Cancer Staging Form Creation</u> <b>Policy Number:</b> 3364-105-211 <b>Department:</b> Health Information Management <b>Approving Officer:</b> Director, Health Information Management <b>Responsible Agent:</b> Director, Health Information Management <b>Scope:</b> Health Information Management	 <b>Effective Date:</b> December, 2007
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

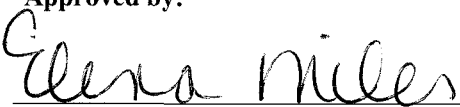
Through the use of HPF, staging forms from the American Joint Committee on Cancer (AJCC) staging system, the University of Toledo Medical Center (UTMC) and its managing physicians will stage all eligible annual analytic and required non-analytic cases (see Cancer Registry policy 3364-105-414).

**(B) Purpose of Policy**

To attach the Cancer Staging Form through SoftMed for electronic completion in HPF.

**(C) Procedure**

1. Click on Softmed.
2. Click on ChartScript.
3. Click on Add.
4. Enter Medical Record Number.
5. Double click on the correct admission.
6. Choose the correct Cancer Staging Form using the two letter code. Click OK.
7. Enter Dictating Physician number or name.
8. Enter Attending physician number or name.
9. Click on document.
10. Click on Save.
11. Print Options, uncheck "Batch Print".
12. Click OK.

<b>Approved by:</b>  <u>Elena Miller</u> Elena Miller Director, Health Information Management  <i>Review/Revision Completed By:          Health Information Management</i>	<b>Review/Revision Date:</b>  <u>12/1/07</u> Date  <b>Next Review Date:</b> 12/1/2010
<b>Policies Superseded by This Policy:</b> 10-261	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*