


Name of Policy:	Case Finding	 Effective Date: 03/2009 Initial Effective Date: 1/1974
Policy Number:	3364-105-401	
Department:	Health Information Management	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	
<input type="checkbox"/> New policy proposal		<input type="checkbox"/> Minor/technical revision of existing policy
<input checked="" type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Case finding is the first step in the recording and tracking of patients with a diagnosis or treatment of cancer. It is a systematic method of identifying all eligible cases that should be included in the Cancer Registry database.

(B) Purpose of Policy

To identify patients with the diagnosis of cancer as reported through the coordination of various departments.

(C) Procedure

In the Health Information Management (HIM) Department:



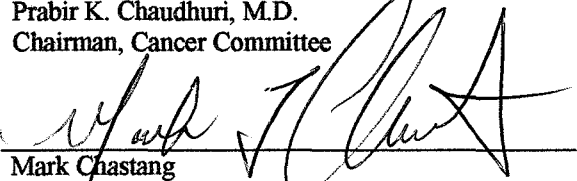
1. The coding unit of the HIM department codes patient encounters at UTMC. ICD-9 and CPT codes from these encounters correspond with the submitted casefinding list from the Cancer Registry, will be automatically placed in a queue in the Horizon Patient Folder for the Cancer Registry to review. The casefinding list consists of criteria mandated by the State of Ohio as well as by the American College of Surgeons' Commission on Cancer.

In the Pathology Department:

1. Hard copies of pathology reports with the diagnosis of cancer are forwarded to the Cancer Registry via the HIM department printer.
2. A monthly report of all the pathology reports is ran by the Cancer Registry to ensure that all cases reportable are identified and followed.

In the Radiation Department:

1. Radiation treatment notes are forwarded from the Data Integrity Specialists to the Cancer Registry in order to ensure all cases reportable and treatments are identified and followed.

Approved by:	Review/Revision Date:
 Paula F. Kessler, RHIA Director, Health Information Management	6/85 9/86 4/87 6/88 8/91 2/94 9/96 1/99 3/02 4/03 8/04 7/05 5/06 11/07 4/08 3/09
 Prabir K. Chaudhuri, M.D. Chairman, Cancer Committee	3-30-09 Date
 Mark Chastang Vice President & Executive Director	4/1/09 Date
Review/Revision Completed By: Health Information Management	Next Review Date: 03/1/2010
Policies Superseded by This Policy: 10-401	

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