

- e. A patient comes to your facility for lab work only. The face sheet states “cancer”. The only other information available is the lab results. ***This case is not reportable. A physician must state the patient has active disease, recurrence, or metastatic disease.***

Note: Every effort should be made to identify multiple primary tumors. Refer to the MP/H Rules and to the *2012 Hematopoietic and Lymphoid Neoplasm Case Reportability and Coding Manual* to prevent reporting the same primary twice for a patient, compare the patient name and primary cancer site from the registry database to the TCR facility data report. The TCR facility data report lists all the patients a facility has reported to TCR for multiple years.

Complete cancer reporting is an important element in a cancer registry quality assurance program. The TCR performs casefinding audits to determine the completeness of case ascertainment and timeliness of reporting at facilities across the state. These audits are a part of TCR’s data quality procedures and are necessary to assure complete and accurate cancer information and to meet the state’s federal funding obligations. The results of a casefinding audit are reported back to the facility. **The minimum acceptable completeness rate is 97%.**

HELPFUL HINTS TO CONDUCT CASEFINDING:

- All possible sources of cancer cases in a facility should be reviewed to achieve complete and accurate casefinding.
- Review pathology reports monthly.
- Review disease index monthly.
- Review radiation oncology logs weekly.
- Have coders route medical charts to the registrar/reporter on all identified cancer patients.
- Review outpatient and emergency room visits for reportability. Arrangements can be made to have these routed to the registrar/reporter, or the registrar/reporter can physically review them in the department.
- Maintain a list of non-reportable cases or document non-reportable cases on the disease index.

When reporting is complete for the year, send the following items to your TCR state health region:

- The disease index (see Attachment A, page 42) along with documentation of the parameters used to generate the index.
- The non-reportable list (see Attachment B, page 43).
- The casefinding checklist (see Attachment C, page 44).

Note: The Reporting Tools section is no longer located in the TCR Handbook. The instructions are located on the TCR website at <http://www.dshs.state.tx.us/tcr/reporting.shtm>.