Oncology/Tumor Registry Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS

1. Before using Oncology for the first time, it is necessary for you to define your registry's parameters. This may be done by using the Define Tumor Registry Parameters (**TR**) option under the Utilities Menu (**UTL**). If any of the following information changes, such as the name of the Tumor Registrar, use this option to update the parameters. Information entered here is used by the follow-up options.
A. **[1]Note: Each division may have a unique set of site parameters.**
B. **If you are in a multi-divisional facility and want to maintain separate registries, you need to enter site parameters for each division.**
C. **If you are a multi-divisional facility but there is a primary division that is responsible for one or more other division's cancer cases, this relationship should be recorded in the new Oncology Site Parameters field, Affiliated Division.**
D. You need to enter the following information:
  1) **Hospital Name**: Enter the name of your medical center as you want it to appear on letters.
  2) **[2]Oncology Site Parameters Division**: This is a required response even if you are a single division site. Enter your division or site number.
  3) **Street Address**: Enter the street address of your medical center.			

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[1] VistA Patch ONC*2.11*25 April 2000 New fields for Multidivisional functionality.

[2] VistA Patch ONC*2.11*25 April 2000 New fields for Multidivisional functionality.

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4) **Zipcode**: Enter the Zip Code for your medical center. This determines the city and state so you will not need to enter them.			
5) **TR Reference Date**: This is the first day of the first month of the year the registry first started keeping data. So if you began keeping data in August 1996, the date to enter would be 1/1/96.			
6) **Tumor Registrar**: This is the name of the tumor registrar (3 - 30 characters in length) as you want it to appear on letters and reports.			
7) **Phone Number**: This is the tumor registrar's office phone number.			
8) **State Hospital Number**: This is the number assigned by the state to your medical center.			
9) **VA Station**: This is the 3 digit number assigned to your medical center by the VA.			
10) **Institution ID Number**: This is the registry number assigned by the American College of Surgeons.			
11) **Central Registry #**: This is the registry number assigned by the state central registry where applicable.			
12) [3]**VISN**: This is the Veterans Integrated Service Network.			
13) **Division**: This is the default response from the entry in the Oncology Site Parameters Division field.			
14) **Affiliated Division**: a) If you **are not** an integrated site, bypass this prompt by pressing the <RET> key.			

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[3] VistA Patch ONC*2.11*25 April 2000 New fields for Multidivisional functionality.

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(1) If you **are** an integrated site and each site/division manages its own tumor registry, bypass this prompt by pressing the <RET> key. (2) If you **are** an integrated site <u>and</u> one or more sites/divisions do not have a tumor registry <u>and</u> you are responsible for tracking patients from one or more of those sites in your tumor registry, enter each of those here. 15) **Basal Cell Indicator**: This response tells the program whether it should eliminate basal cell carcinoma cases from the laboratory pathology searches. a) Enter YES to eliminate basal cell carcinoma cases. b) Enter NO to include basal carcinoma cases. 16) **Authorized QA User**: This is the person who is authorized to run QA reports. Enter the last name <comma> first name with no spaces. Example: Jane Doe would be entered as DOE,JANE. Entering "DOE," will bring up a list of users with the name of DOE.			
2. **The following files need to exist on the system**:			
A. COUNTY #5.1 COUNTY and ZIP COD files will be replaced with the POSTAL CODE file sometime in the future. (This has not yet been changed as of Aug 09 – check new system to be sure that these two files are populated – may need to copy them over from another system) Package will switch to using the Postal Code file with VistA Patch ONC*2.11*51)			
B. INSTITUTION #4			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
C. ZIP CODE #5.11			