

## Yale New Haven Hospital: Certified Tumor Registrar Position Available

To apply visit: [Yale New Haven Health Services Job Search - Jobs \(ynhhs.org\)](https://ynhhs.org)

Keyword Search: Certified Tumor Registrar

Position Requisition Number: 55032, 43203, 41135, 35905

### Background:

Yale New Haven Hospital is hiring Certified Tumor Registrar. Our Hospital provide world-class cancer care, close-by and personal. Ranked among the best cancer programs in the country, we unite many of the nation's best minds to develop new methods to prevent, diagnose and treat cancer. Our Smilow Cancer Hospital at Yale New Haven is affiliated with Yale Cancer Center, a National Cancer Institute Comprehensive Cancer Center – one of only 45 in the nation.

### Position: Certified Tumor Registrar

**Requisition ID (few positions available):** 55032, 43203, 41135, 35905

**Job Locations:** US-CT-New Haven

**Telecommuting:** Remote 100%

**Department:** Radiation Tumor Registry

**Category:** NON - CLINICAL OTHER

**Position:** Type Full Time Benefits Eligible

**Scheduled Hours:** 40 Work

**Schedule DAYS Work:** Days Monday - Friday, Business hours.

**Position Requisition Number:**

**Requisition ID's:** 2022- 54765; 2022-51263; 2022-49850; 2021-46663

**Referral Bonus Eligible:** Yes

**Referral Amount:** \$2500

**Status:** Non-Exempt

### Overview

To be part of our organization, every employee should understand and share in the YNHHS Vision, support our Mission, and live our Values. These values - integrity, patient-centered, respect, accountability, and compassion - must guide what we do, as individuals and professionals, every day.

Abstracts by collecting, summarizing, and coding detailed demographic and clinical oncology information from a variety of internal and external (paper and electronic) data sources in accordance with reporting requirements of the Connecticut Tumor Registry and data standards for the American College of Surgeons Commission on Cancer accreditation on all reportable cases. Performs other duties as requested by manager.

EEO/AA/Disability/Veteran

### Responsibilities

1. Collects, summarizes and abstracts clinical oncology information from a variety of internal and external (paper and electronic) medical data sources directly into tumor registry software system

and/or associated databases according to established procedures. Reviews the finalized record for errors and completeness and submits for quality review by the Senior Medical Abstractor or Manager

- 1.1 At least five patient records per day must be abstracted and entered into the computer and edit checked successfully in order to achieve the minimum standard.
2. Maintains lifetime follow-up data on each tumor registry patient as required at specified points by the Connecticut Tumor Registry and the American College of Surgeons Commission on Cancer
  - 2.1 Complete follow-up data including vital status and disease status on each patient record abstracted.
3. Assists in special studies and or other assignments requested by the Connecticut Tumor Registry and/or the Commission on Cancer and/or by the managers
  - 3.1 Complete accurate data are submitted by the established deadline for each special study in which the facility is requested to participate.
4. Maintain and monitor security and confidentiality of patient information.
  - 4.1 Will report information about patients in accordance with Yale New Haven Hospital Policy, Connecticut Law and HIPAA privacy rule. Confidentiality will be adhered to when mailing, faxing or discussing cases over the telephone and an accounting of disclosure for any protected health information will be documented in the tumor registry software when necessary.
5. Ensures accuracy and quality of data and participates in data quality review as needed by developing and maintaining knowledge of SEER and CoC data standards and coding instructions used to describe all reportable cases in the tumor registry.
  - 5.1 Attend and/or participate in tumor boards, at least monthly.

## **Qualifications**

### **EDUCATION**

Two (2) years of college or equivalent experience supplemented by courses in medical terminology and anatomy-physiology required. Certified Tumor Registrar required.

### **EXPERIENCE**

Two years of experience in medical abstracting and/or experience in tumor registry or equivalent. Knowledge of oncology disease process, anatomy/physiology, pathology and medical terminology is required. Experience in using Elekta IMPAC's METRIQ or similar tumor registry software system. Knowledge of International Classification of Diseases for Oncology (ICD-O), American Joint Committee on Cancer (AJCC) Staging Manual, Surveillance, Epidemiology and End Results (SEER), and the Facility Oncology Registry Data Standards (FORDS) of the Commission on Cancer is preferred.

### **SPECIAL SKILLS**

Intermediate to advanced keyboarding/data entry skills; intermediate to advanced skills using Windows-based software (e.g. Microsoft Office - Word, Excel, and Power Point preferred). Must have excellent organizational skills and investigative analytic skills with detail orientation.

### **PHYSICAL DEMAND**

No special conditions