

# NEW JERSEY STATE CANCER REGISTRY HOSPITAL FOLLOW UP REPORT

- **Fran Krol, CTR**
- **January 2015**
- **Revised November 2019**
- **Special Thanks to:**
- **Ana Shukla**
- **Suzanne Schwartz, CTR**
- **Michael Tumblety**
- **Linda Coyle**



# WHAT IS THE NJSCR HOSPITAL FOLLOW UP REPORT?

Beginning in 2015, follow up reports will be available by request from the NJSCR.

The purpose of the report is to assist cancer registries with maintaining current and accurate follow up data.



## REPORT AVAILABILITY

- Provided on request basis two times a year: June and December to facilities in compliance with NJ cancer reporting rules and regulations.
- An additional report will be provided for hospitals undergoing a Commission on Cancer (CoC) Hospital Cancer Program survey in their survey year.
- Hospital requests will be honored in date order by receipt of request.
- Priority will be given to facilities with a scheduled CoC survey date.



# HOW TO REQUEST A NJSCR HOSPITAL FOLLOW UP REPORT

- NJSCR contact person for report:  
Fran Krol, CTR  
[Frances.Krol@doh.nj.gov](mailto:Frances.Krol@doh.nj.gov)  
609-633-0500

Send an email to Fran Krol requesting the NJSCR Hospital Follow Up Report.

Information to include in your email request:

- Your name and contact information.
- The name of your facility.
- The cancer registry reference date.
- The date your facility received the last follow up report from NJSCR.
- If requesting an additional report prior to a CoC survey: date of scheduled CoC survey.



# WHEN THE REPORT IS PREPARED

- Once the report is prepared, you will receive an email from a secure registry web site where the report will be stored.
- If you are a first time user, you will have to follow the instructions to register and create an account.
- The email will include a link to your report. The secure file download is only available for **two weeks**.
- Registrars will be requested to send an email to Fran Krol confirming receipt of the file.

Frances.Krol@doh.nj.gov



# REPORT DETAILS

- Data is provided in the current NAACCR format.
- The file is designed to be downloaded and imported into your database.
- The file is zipped using WinZip. It needs to be unzipped before importing into your database with either WinZip or other compatible zip software.
- Hospital registrars can download the free SEER File\*Pro software if they wish to open and manually review the file. It is available at:

<https://seer.cancer.gov/tools/filepro/download>



# REPORT DATA DETAILS

Provide follow up on SEER reportable analytic cases only (Class of case 00-29).

Data fields included in report:

- Patient name (last, first, middle initial)
- Primary site
- Laterality
- Date of birth
- Date of diagnosis
- Hospital accession number
- Date of last contact
- Vital status

Information provided back will be the **original values** the hospital submitted to NJSCR. **Date of last contact** and **vital status** will be **updated** with new values.



# DOWNLOADING/IMPORTING THE REPORT

- Hospital registrars need to contact their software vendors and IT departments for instructions and support on downloading and importing the report. Please review cancer registry data import tools and acceptable file formats for your system.
- We recommend that hospitals test the file on a **test** database prior to loading the report into their live database.
- We recommend that hospitals have a **current retrievable back up file** of their database prior to importing/downloading the report into their live database.
- The file imported **must be the original file** sent to the hospital cancer registrar.
- **NJSCR is not responsible for any database corruption as a result of downloading/importing this report.**
- If technical difficulties are encountered and your IT department and software vendor cannot resolve, have your IT department contact Ana Shukla, Senior Database Architect, Cancer Registry, Rutgers/CINJ at:

[shuklaan@cinj.rutgers.edu](mailto:shuklaan@cinj.rutgers.edu)

