**New Jersey State Cancer Registry Physician Reporting**

**Frequently Asked Questions**

**Q:** What cases of cancer and other pre-cancerous conditions are reportable to the New Jersey State Cancer Registry?

**A:** Any *in situ* or invasive neoplasm as designated by a behavior code of “/2” or “/3” in the “International Classification of Diseases for Oncology (ICD-O), Third Edition,” published by the World Health Organization (with the exceptions listed in C below);

* All solid tumors of brain and central nervous system, including the meninges and intracranial endocrine structures, listened in the ICD-O with behavior codes of:
  + “/0” benign disease
  + “/1” disease of uncertain malignant potential;
  + “/2” *in situ* disease;
  + “/3” malignant disease
* The following diagnoses shall not be reported:
  + Basal cell carcinomas of the skin and squamous cell carcinomas of the skin, except when they are diagnosed in the labia, clitoris, vulva, prepuce, penis or scrotum.
  + Carcinoma *in situ* of the cervix and/or cervical squamous intraepithelial neoplasia III (CIN III).
  + Prostatic intraepithelial neoplasia III (PIN III)

**Q:** When must cases of cancer and other pre-cancerous conditions be reported to the New Jersey State Cancer Registry?

**A:** All reportable cases must be submitted within 6 months of your first contact with the patient for the reportable diagnosis

**Q:** How often must my practice report to the NJSCR in order to remain in compliance with State Law?

**A:** All facilities are expected to report to NJSCR at least monthly in order to avoid penalties. However, if your facility sees fewer than 20 cases of reportable disease per year, you may make arrangements to report on a quarterly basis. Large-volume practices are encouraged to submit more frequently.

**Q:** What information is required to be reported for each case?

**A:** Each case report must include, at a minimum:

|  |  |  |
| --- | --- | --- |
| **Demographic Information** | **Tumor Characteristics** | **Treatment** |
| Name | Date of Diagnosis | Treatment provides by your office |
| Address at diagnosis | Primary site of cancer\* |  |
| Social Security Number | Histology of cancer\* |  |
| Race/Ethnicity\* | Behavior of tumor\* |  |
| Sex | Grade of tumor\* |  |
|  | Stage of cancer (determined by physician) |  |
| *\*5 Race fields are available for multi-race. Use text fields to document* | *\*Documented on pathology report or from physician* |  |
| ***ALWAYS SUPPORT YOUR CODING USING AVAILABLE TEXT FIELDS*** | | |

**Q:** What format is to be used when submitting cancer cases to NJSCR?

**A:** All cases must be submitted electronically in either the current NAACCR record layout using cancer reporting software or free CDC software Registry PlusTM Web Plus.

**Q:** If we choose to submit using Web Plus, is there training available?

**A:** Yes, the NJSCR will provide free training to you and your staff in the use of Web Plus.

Training video is available on the NJSCR website, <https://www.nj.gov/health/ces/reporting-entities/non-hospital/>

**Q:** A hospital or other health care facility has access to my practice’s records and reports our cases to NJSCR on our behalf. How do we get credit for reporting?

**A:** Obtain a letter from the reporting facility stating their acceptance of responsibility for your practice’s reporting obligations. Send the letter to [OPS.NJSCR@doh.nj.gov](mailto:OPS.NJSCR@doh.nj.gov) or fax to 609-633-7509, attn: Electronic Physician Reporting.

**Q:** Where can I get more information about reporting to the New Jersey State Cancer Registry?

**A:** Please visit the NJSCR web page for non-hospital reporting at <https://www.nj.gov/health/ces/reporting-entities/non-hospital/>

**Q:** Can a facility apply for a hardship exception to this law?

**A:** No, the reporting of cancer cases is required by law.

**Q:** Will there be a penalty for not reporting cancer cases?

**A:** The New Jersey Department of Health has the authority to impose penalties in accordance with N.J.A.C. 8:57A-1.13(a) of $500.00 per unreported case and $1,000.00 per day for failure to report electronically. Facilities that fail to correct deficiencies within 30 days may be subject to additional penalties pursuant to N.J.A.C. 8:57A-1.13(b). By copy of this letter, the NJSCR has also notified the Division of Certificate of Need and Facility Licensure, Office of Program Compliance, which may impose additional penalties pursuant to N.J.A.C. 8:43E-3.4.

**Q:** Is reporting cancerous cases to the NJSCR a HIPAA violation?

**A:** Public health reporting under the authority of state law is specifically exempted from the Privacy Rule regulations (Code of Federal Regulations, 45 CFR 154.512(b)(1)(i)). Cancer reporting law requires hospitals and physicians to report cancer patient information in most states.