



PHYSICIAN REQUIREMENTS FOR CANCER REPORTING IN

CALIFORNIA



VOLUME IV



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BACKGROUND

In 1985, the California legislature enacted a law that established the California Cancer Registry (CCR) and since 1987, the California Health and Safety Code, Section 103885 has required hospitals, physicians, and certain other health-care providers to report all new diagnoses of cancer. Beginning January 1, 2001, diagnoses of benign and borderline primary intracranial and central nervous system (CNS) neoplasms as well as Reportable Hematopoietic Diseases are reportable. Physicians¹ must report diagnoses for patients who do not undergo diagnostic procedures or treatment of their malignancies or brain neoplasms at a hospital or other cancer-reporting facility² in California. Confidentiality of data collected is strictly maintained in accordance with Health and Safety Code Sections 100330 and 103885; Civil Code, Section 56.05 and 1798; and Federal Law PL 104-191.

REPORTING REQUIREMENTS

Physicians are to report cancer diagnoses within 30 days of first seeing the patient for the cancer. CCR has adopted the morphology section of the International Classification of Diseases for Oncology which delineates the list of reportable neoplasms. Reporting is required for all diagnoses that meet the following criteria:

1. Invasive and *in situ* malignancies including leukemia and lymphoma.
2. Beginning January 1, 2001 – benign and borderline primary Intracranial and CNS neoplasms are reportable.
3. Hematopoietic and Lymphoid Neoplasms are outlined in the following link:
<http://seer.cancer.gov/seertools/hemelymph>

Exempt from reporting are the following:

1. Basal or squamous cell carcinoma of the skin, unless it occurs on the genitalia.
2. Carcinoma *in situ* or intraepithelial neoplasia grade III (CIN III) of the cervix diagnosed January 1, 1996 and later.
3. Benign and borderline neoplasms are not reportable unless they are primary intracranial and/or CNS neoplasms.

General Instructions:

Physicians are responsible for reporting cases as follows:

1. A diagnosis must be reported even if it has not been microscopically confirmed.
2. Patient was not previously admitted as an inpatient or outpatient to a California cancer reporting facility for this tumor.
3. Patient is not being referred to a hospital or other cancer reporting facility for diagnosis or treatment for this tumor.
4. If patient is referred to a cancer reporting facility for a condition other than this tumor, the case must be reported by the physician.

If you are in doubt whether the diagnosis is reportable, please submit a report.

The Health Information Portability and Accountability Act (HIPAA) does not change or affect the mandate for reporting cancer in California. CCR and its Regional Cancer Registries are considered Public Health authorities and disclosure of protected health information to the registries is permitted by HIPAA without patient signed consent. HIPAA federal regulations citation: 45 CFR 164.512.

CALIFORNIA LAW DOES NOT REQUIRE WRITTEN OR VERBAL PATIENT CONSENT TO REPORT, AND SPECIFICALLY EXEMPTS PHYSICIANS FROM ANY LEGAL ACTION OR DAMAGES FROM MEETING THEIR LEGAL OBLIGATION TO REPORT CANCER CASES OR TO PROVIDE ACCESS TO THOSE PATIENT'S MEDICAL RECORDS.

¹ The reporting requirements for physicians also apply to dentists, podiatrists, and other health-care practitioners, primary-care clinics (as defined in Section 1204 of the California Health and Safety Code), and acute care psychiatric hospitals (as defined in Section 1250 of the Code) for cases they diagnose or treat without referring the patient to a cancer-treatment facility.

² Under Title 17 of the California Code of Regulations, 2593(a)(7), cancer-reporting facility is defined as a hospital or other facility that diagnoses or treats cancer and is either

(a) Licensed as a health facility under the provisions of the Health and Safety Code (commencing with Section 1250); or

(b) A surgical clinic licensed under the Health and Safety Code, Section 1204; or

(c) Covered by the provisions of Section 1206, except for subsection (f), of the Code and even though it is not licensed as a clinic, is operated for the predominant purpose of diagnosing or treating cancer or where 100 or more cancer cases are diagnosed or treated in a year.

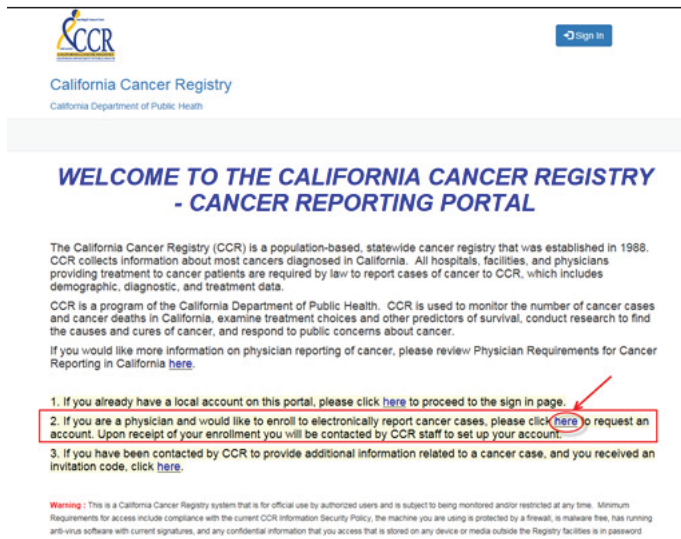
REPORTING PROCEDURES

In order to report a cancer diagnosis, physicians (or their designee) must follow the steps below:

Physician Cancer Reporting Portal Registration:

First Time Users:

1. First time users will need to register by logging into the CCR Confidential Physician Cancer Reporting Portal (<https://cancerreporting.ccr.ca.gov>).



The California Cancer Registry (CCR) is a population-based, statewide cancer registry that was established in 1988. CCR collects information about most cancers diagnosed in California. All hospitals, facilities, and physicians providing treatment to cancer patients are required by law to report cases of cancer to CCR, which includes demographic, diagnostic, and treatment data.

CCR is a program of the California Department of Public Health. CCR is used to monitor the number of cancer cases and cancer deaths in California, examine treatment choices and other predictors of survival, conduct research to find the causes and cures of cancer, and respond to public concerns about cancer.

If you would like more information on physician reporting of cancer, please review Physician Requirements for Cancer Reporting in California [here](#).

1. If you already have a local account on this portal, please click [here](#) to proceed to the sign in page.
2. If you are a physician and would like to enroll to electronically report cancer cases, please click [here](#) to request an account. Upon receipt of your enrollment you will be contacted by CCR staff to set up your account.
3. If you have been contacted by CCR to provide additional information related to a cancer case, and you received an invitation code, click [here](#).

Warning: This is a California Cancer Registry system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Minimum Requirements for access include compliance with the current CCR Information Security Policy, the machine you are using is protected by a firewall, is malware free, has running anti-virus software with current signatures, and any confidential information that you access that is stored on any device or media outside the Registry facilities is in password.

2. Upon verification of registration information by CCR, the Physician User will receive an e-mail with an invitation code from CCR.
3. Complete the information related to a reportable cancer case by logging into the CCR Confidential Physician Cancer Reporting Portal (<https://CancerReporting.ccr.ca.gov>).

Cancer Reporting Portal User Guide:

- To access the physician cancer reporting portal user guide, please go the following link: http://www.ccrca.org/PAQC_Pubs/V4_2016/Phys_Self-Report_Register_User_Guide.pdf.

Physicians Already Registered:

- Sign in at the CCR Confidential Physician Cancer Reporting Portal (<https://cancerreporting.ccr.ca.gov>) and complete the information related to a reportable cancer case.

Faxing Instructions:

- If you are unable to complete the information online, please complete all required fields on the *Physician Cancer Reporting fax form* located on page 5, and fax to your regional registry county representative (please see list on page 4).

The following information is required for each separate reportable tumor in order to satisfy the CCR requirement for reporting a cancer case:

Patient Identifiers: Report the patient's complete name (first and last), date of birth, sex, patient's street address (including city, state and zip code), patient's medical record number, and race and Spanish/Hispanic origin. This information is required in order to accurately identify multiple reports for the same patient from different sources thereby enabling CCR to accurately reflect cancer incidence.

Physician Identifiers: Enter the first and last name of the physician reporting the case, the physician license number and physician ID number (NPI) as well as physician contact information (including patient's address, city, state and zip code) and e-mail address.

Patient Cancer Diagnosis: Enter the primary site of the tumor, histology, behavior, and laterality (if applicable). Indicate the exact date the diagnosis was first made. This could be the first clinical diagnosis, not necessarily the date of the microscopic confirmation.

Requested Information if Available, but Not Required:

- **Patient Identifiers:** Patient's social security number, insurance provider, longest held occupation, and date of last contact or death.
- **Patient Cancer Diagnosis:** Tumor grade, diagnostic confirmation, clinical T, N and M as well as clinical stage group; pathological T, N, and M as well as pathological stage group.
- **Treatment:** Although treatment information is not required, the CCR requests this information if it is available: surgical treatment (procedure), the date of surgery, the facility where the surgery was performed, tumor size, whether or not radiation therapy was administered and if so, the date and radiation summary information. Additionally, if cancer drugs were administered, please specify the agents and the start date.

REGIONAL CANCER REGISTRIES

As of November 2016

Please Fax Completed Physician Cancer Reporting Form to Your Regional Cancer Registry Representative.

- Region 1/8: Cancer Prevention Institute of California**
2201 Walnut Avenue, Suite 300, Fremont, CA 94538; (510) 608-5000, FAX: (510) 608-5095
- Counties:** *Region 1:* Santa Clara Region (Monterey, San Benito, Santa Clara and Santa Cruz Counties).
Region 8: Bay Area Region (Alameda, Contra Costa, Marin, San Francisco and San Mateo Counties).
- Region 2: Cancer Registry of Greater California**
1825 Bell Street, Suite 102, Sacramento CA 95825, (916) 779-0275
Fax number for sending confidential data is (916) 564-9300
- Counties:** Central Region (Fresno, Kern, Kings, Madera, Mariposa, Merced, Stanislaus, Tulare and Tuolumne Counties).
- Region 3: Cancer Registry of Greater California**
1825 Bell Street, Suite 102, Sacramento CA 95825, (916) 779-0275
Fax number for sending confidential data is (916) 564-9300
- Counties:** Sacramento Region (Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Solano, Sutter, Yolo and Yuba Counties).
- Region 4: Cancer Registry of Greater California**
1825 Bell Street, Suite 102, Sacramento CA 95825, (916) 779-0275
Fax number for sending confidential data is (916) 564-9300
- Counties:** Tri-County Region (San Luis Obispo, Santa Barbara and Ventura Counties).
- Region 5: Desert Sierra Cancer Surveillance Program**
11306 Mountain View Ave., Suite B-100, Loma Linda, CA 92354-3834, (909) 558-6174, FAX (909) 558-6178
- Counties:** Inland Empire Region (Inyo, Mono, Riverside and San Bernardino Counties).
- Region 6: Cancer Registry of Greater California**
1825 Bell Street, Suite 102, Sacramento CA 95825, (916) 779-0275
Fax number for sending confidential data is (916) 564-9300
- Counties:** North Region (Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Napa, Plumas, Shasta, Siskiyou, Sonoma, Tehama and Trinity Counties).
- Region 7/10: Cancer Registry of Greater California**
1825 Bell Street, Suite 102, Sacramento CA 95825, (916) 779-0275
Fax number for sending confidential data is (916) 564-9300
- Counties:** *Region 7:* San Diego Region (Imperial and San Diego Counties). *Region 10:* Orange County.
- Region 9: Cancer Surveillance Program**
University of Southern California
Soto Street Building, Suite 305
2001 N. Soto Street, MC 9238
Los Angeles, CA 90089-9238*
(323) 442-2300, FAX (323) 442-2301
*Use zip 90032 for UPS/GSO/FedEx
- Counties:** Los Angeles County.

**Confidential Fax Transmittal
Physician Cancer Reporting Form**



To:	From:
Attn:	Total pages w/cover:
Fax:	Date:

CONFIDENTIALITY NOTICE: If you, the reader, are not the intended recipient, you are hereby notified that any dissemination, distribution, duplication, or action taken in reliance on the contents of any part of this communication is strictly prohibited. If you have received this communication in error, please notify CCR at 916-731-2500.

PATIENT		DIAGNOSIS	
Last Name*		Date of Diagnosis*	
First Name*		Diagnostic Confirmation	
Middle Name		Primary Site*	
Birth Date*		Histology Behavior*	
SSN		Laterality*	
Medical Record Number*		Grade	
Spanish/Hispanic Origin*		Clinical Stage Group	
Race*		Clinical T	
Sex*		Clinical N	
Insurance Payer		Clinical M	
Longest Held Occupation		Path Stage Group	
Date Last Contact		Path T	
		Path N	
		Path M	
		Tumor Size (millimeters)	
PATIENT ADDRESS		TREATMENT (WITH SURGERY)	
Street*		Surgical Facility	
City*		Surgical Date	
State*		Surgical Treatment	
Zip*			
ATTENDING PHYSICIAN DETAILS		TREATMENT (WITH RADIATION)	
Last Name*		Radiation Therapy	
First Name*		Radiation Start Date	
Middle Name		Radiation Procedure	
NPI Number*			
CA License Number*		TREATMENT (WITH DRUGS)	
Email*		Drug Agents	
Physician Street*		Drug Start Date	
Physician City*		Drug Treatment Narrative	
Physician State*			
Physician Zip*			
COMMENT(S):			

*The * next to the fields above denote the information required for meeting your cancer reporting requirements. The remaining fields are requested if available.*

CALIFORNIA CANCER REPORTING SYSTEM

PATIENT INFORMATION SHEET

What is the California Cancer Registry?

Every state has a cancer registry, and the California Cancer Registry (CCR) is California's cancer tracking system. CCR has collected information about cancer in California since 1988 and is part of the California Department of Public Health.

It is the Law in California that All Cancer Cases be Reported to CCR.*

CCR collects information about cancer in California. Information is used to learn more about new cancer cases, cancer treatment, cancer screening programs, and cancer outcomes.

Health care providers, hospitals, and cancer treatment facilities are required by law to submit report of cancer diagnoses and treatment to CCR. Cancer research is important.

Every person in California benefits from cancer research. With the help of people like you, hundreds of research studies using CCR information have helped us understand the causes of cancer, and improve cancer treatment and outcomes.

Why Collect Cancer Cases?

Cancer cases are collected to monitor the number of new cancer cases, track cancer outcomes, respond to public concerns, and to invite people to join research studies.

Your Information is Safe.

Information about cancer patients is kept private and secure. Outpatient information is protected by law. Researchers may ask you to join a study. They never share names or personal details with others. You may be invited to join a research study.

If researchers have approval from the California Committee for the Protection of Human Subjects, they can use your record to contact you to join a research study. The California Committee for the Protection of Human Subjects protects you by reviewing research activities.

Your Rights.

You do not have to join a research study. Medical care and cancer treatment will not be affected if patients do not want to take part in a research study.

You may report any concerns about cancer research to the California Committee for the Protection of Human Subjects. You can contact CCR and ask that your contact information not be shared with researchers.

Where Can I go for More Information?

California Cancer Registry

website: www.ccrca.org

phone: 916-731-2500

Brochure available for download on
www.ccrca.org



Revised November 2016

*California Health and Safety Section 103885.