



## Arizona Cancer Registry

### Critical Data Change Form Instructions

#### **General Information**

The data items listed on this form are considered to be integral to a case, and they cannot be updated in the system from a diskette. Instead, they must be changed manually. Communication about such changes is important so that both the hospital's and the ACR's databases will be consistent.

This form has been revised so that you can enter information electronically instead of printing the form and completing it by hand.

The data items "Primary Site", "Physician number(s)", "First Course of Treatment," and "Stage" have completion instructions associated with them. The instructions become visible on the bottom left side of your screen when you click in the field. In order to see the instructions, select "Normal" or "Print Layout" from the "View" menu in Word.

#### **Instructions for Hospital Staff**

When completing information for "Other Data Items," enter the NAACCR Data Item # and the Data Item name in the first and second columns respectively. (These instructions will also be on the bottom left of the screen).

Only fill in information for those items that were changed. Enter the old information in the column titled "Original/Current Information." Enter the updated information in the "Revised Information" column.

The rows "Indicate type of treatment" and "Indicate staging scheme" have drop-down lists from which you can choose a treatment type and/or a staging scheme other than the

defaults. Select the treatment type and/or the staging scheme for which you are submitting updated information using the “down” arrow.

## **Instructions for ACR Staff**

### **Completing Forms**

Critical Data Change forms are completed by ACR staff members and sent to hospitals only for sequence number updates.

Complete the left and right-hand columns of the upper section of the form.

Remember to provide the Accession Number when completing the form for a hospital registrar, and not the CTR Number. The Accession Number is essentially the hospital registry’s version of the CTR Number.

### **Processing Forms**

Critical Data Change forms are the first items to be processed when you receive a data submission from a facility.

If there are multiple primaries for the same patient, make sure that you are updating the correct case. Check the patient and cancer identifying information against the form. This may involve contacting the hospital registrar.

Check the “Original/Current Information” against the ACR database. Update data items using the “Revised Information” column.

Please shred all forms after they have been processed.