



Arizona Cancer Registry

Data Submission Form Instructions

General Information

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

Instructions for Hospital Staff

Complete the left-hand side of the top section. The right side of the top section will be completed by an ACR staff member.

The following fields all have specific instructions associated with them:

- Date Sent
- Items in the “Submitted” and “Number of Items” columns (All)
- Other Items (All)

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.

Using the drop-down lists in the “Submitted” column, indicate whether each of the listed items is contained in the packet you are sending to the ACR. Indicate the number of disks, forms, etc. in the “Number of Items” column. The maximum number for each item is four (4). Rows 6-10 at the bottom of the table are for describing any items you are submitting that are not listed in rows 1-5.

Instructions for ACR Staff

The fields “Date Received” and “Date Returned” have specific instructions associated with them.

Match the number of each item indicated on the form with the packet's contents. Contact the hospital registrar concerning any discrepancy.

The Data Submission Form needs to be e-mailed back to the facility registrar as proof of receipt.