



Arizona Cancer Registry

Non-Analytic Tracking Form and Supplement Instructions

General Information

The following steps should be taken to ensure that forms are being sent to the correct fax number and location, and to provide additional protection for private and important patient information (e.g., Social Security Number, date of birth, etc.).

1. Send an email to the following Arizona Cancer Registry (ACR) staff members stating that a fax is coming from your facility: Daniel.garcia@azdhs.gov and rosie.caballero@azdhs.gov.
2. Please send this email **BEFORE** sending the fax.
3. An ACR staff member will send an email confirming receipt of the fax. Please allow an hour for a reply email. If you have not received a reply within an hour, please call the ACR (602-542-7320) to confirm that an ACR staff member has received the fax. The email will be sent to the person whose name is on the form.
4. When the non-analytic tracking form has been completed, an ACR staff member will email the person whose name is on the form, stating that the form will be faxed back to the facility.
5. The facility staff member will send a confirmation email to the ACR staff member who processed the form, acknowledging that the fax was received.

Information can be entered electronically on the form or a facility may also choose to print the form and complete by hand.

Most fields in the table have instructions, located in the bottom left of your screen. The instructions become visible when you click in the field. In order to see the instructions, select "Normal" or "Print Layout" from the "View" menu in Word. In order to keep the format of the document, it is better to move through the document using the "tab" key or the "arrow" keys. For example, once you enter the "Name" select the "tab" key to move to next entry item.

Instructions for Hospital Staff

Use this form for cases that you would abstract as non-analytic (i.e., class of case 3-6) if you are required to pick them up. The information that you complete for each case will be checked against the ACR's database. If the case is not in the central registry's database, you will need to abstract the case.

The form is divided into two main sections. Complete the left-hand side of the top section (under "Facility Information") and the grid on the bottom 2/3 of the page. Please indicate the page number and the total number of pages beside "Facility Information."

The upper right-hand side of the form is to be completed by an ACR staff member.

The "Laterality" field has a drop-down associated with it; select "Right," "Left," "Both," or "Unknown."

Complete all fields in the table with the exception of “Abstract.” This will be completed by an ACR staff member. A “Y” indicates that you need to abstract the case; an “N” indicates that the case is in the ACR’s system and so you are not required to abstract and submit it.

ACR Staff

Remember that an individual may have multiple primary cancers, so it is imperative to check the cancer-specific information for the case as well as the patient identifying information.

If the case is in the ACR’s database, enter “No” in the “Abstract” column on the right side of the first page. This will indicate to the hospital registrar that he/she does not need to report the case. If the case is not in the ACR database, enter “Yes” in the abstract column. The hospital registrar will need to complete an abstract for the case.

The form will be retained in a file that will be utilized for auditing. The form will only be retained for a specified time period.

Non-Analytic Supplement Form

This form may be used to provide additional supplemental information about the case that is not recorded on the Non-Analytic Tracking form, but may be helpful to the ACR staff for determining whether or not to abstract a case.