

**NORTHEAST REGIONAL CANCER INSTITUTE  
REGIONAL CANCER REGISTRY  
JOB DESCRIPTION**

**REGISTRY STAFF ASSISTANT**

The Staff Assistant helps to maintain a Population-based Cancer Registry in accordance with the standards set by the American College of Surgeons' Commission on Cancer, the Pennsylvania Cancer Registry and the Regional Cancer Registry at the Northeast Regional Cancer Institute.

**RESPONSIBILITIES:**

- Assist the Supervisor of Registry Services in maintaining maximum effectiveness of the daily operations of the Regional Cancer Registry at the Cancer Institute.
- Review obituaries and obtain information regarding cause of death, place of death, and date of death on all patients known to have expired and enters such information in the Registry database.
- Record changes in the Cancer Registry database.
- Follows casefinding procedures to identify all patients with reportable neoplasms diagnosed or treated in all hospital inpatient and outpatient departments.
- Receives copies of all malignant pathology reports and maintains a filing system of pathology records.
- Initiates follow-up procedures on all patients requiring follow-up and ensures that each patient is followed on a yearly basis by contacting physicians, other hospitals, and, when necessary, by contacting patients.
- Secures cases for tumor board conferences. Ensures that all x-rays, pathological slides and medical records are available for the meetings; ensures that all appropriate statistics are prepared and present at the meeting; posts notices of the meetings and contacts the appropriate physicians. Readies the meeting room and arranges and tests the necessary audiovisual equipment.
- Review oncology letters, update date last seen in the Registry database and distribute treatment letters to the appropriate registrar.
- Record, copy, mail and distribute minutes, meeting notices, reports and other materials.
- Answer telephones and refer calls to the appropriate individuals.
- Prepare a calendar of monthly staff assignments and activities.
- Prepare and mail quarterly hospital bills for Cancer Institute Partners
- Maintain an inventory of supplies, ordering when necessary.

- Perform other related duties as assigned by the Supervisor for Registry Services.
- Assure confidentiality by following the established guidelines.

**CONTACTS:**

- The Staff Assistant reports to the Supervisor for Registry Services.
- With other staff in carrying out the informatics aspects of the Annual Work Plan.
- With representatives of partner institutions in coordination of programs.

