

# CANCER REGISTRAR

**Facility:** Medical Center of Central Georgia (200), Macon GA

**Department:** CANCER LIFE PROGRAM (200.18900)

- Full-time - 8:00 to 4:30

- Day Shift

**Job Summary** Responsible for the organization, maintenance, and efficient operation of the Tumor Registry System. Maintains a registry of cancer patients with information to include demographic, characteristics, history of cancer, diagnostic procedures, diagnosis, stage, extent of disease, treatment, and follow-up information. Coordinates Tumor Conference activities with physicians for review of patient cases. Provides a working index of statistical data which is available to medical staff and general registry use. Complies with the policies/procedures of the hospital, the Cancer Life Program and the guidelines of the American College of Surgeons Commission on Cancer.

**Minimum Qualifications:** Two years of college or accredited record technician or equivalent experience (3-5 years) in a medical records department preferred. Comprehensive knowledge of medical terminology, anatomy, physiology, behavior of benign and malignant tumors, staging and coding systems, classification and treatment of tumors, gained through formal education, on-the-job training or college courses required. Certification by the National Cancer Registrars Association is preferred and required within 3 years. Record Technician Accreditation preferred.