

Physician Self-Reporting User Guide

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Table of Contents

Overview	1
Physician Self-Reporting via Cancer Reporting Portal.....	2
Prerequisites	2
Steps	2
Submit a New Case	2
Cases with Missing Data	6

Overview

Physician self-reporting enables a physician's office to submit a cancer incident to the California Cancer Registry (CCR) through the CCR - Cancer Reporting Portal, url: <https://cancerreporting.ccr.ca.gov/>.

This guide provides instructions on how to submit the following:

- i. Submit a New Case.
- ii. Complete Cases with Missing Data.

If you have any questions regarding these processes, please email CCR at hs-cancerreporting@ccr.ca.gov.

Physician Self-Reporting via Cancer Reporting Portal

Prerequisites

1. Internet connection
2. Current internet browser

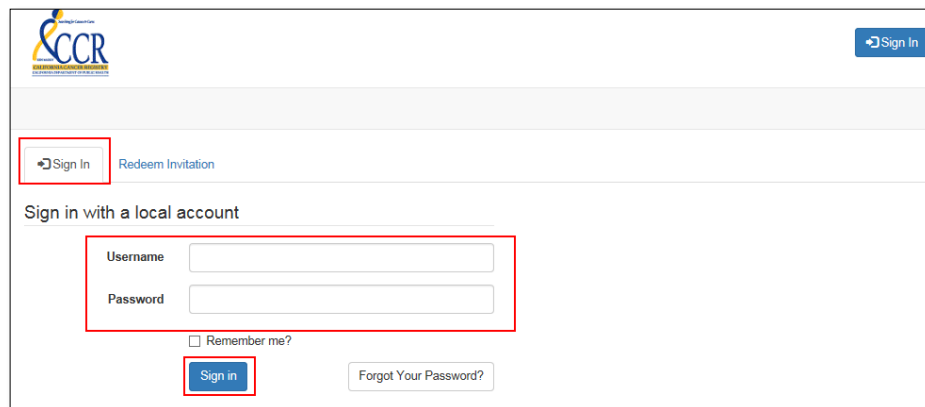
Steps

Submit a New Case

1. Navigate to the CCR - Cancer Reporting Portal's website, url: <https://cancerreporting.ccr.ca.gov> and login to your account by clicking on the Sign In button (top right).



2. Enter your login credentials and click on the Sign-in button.

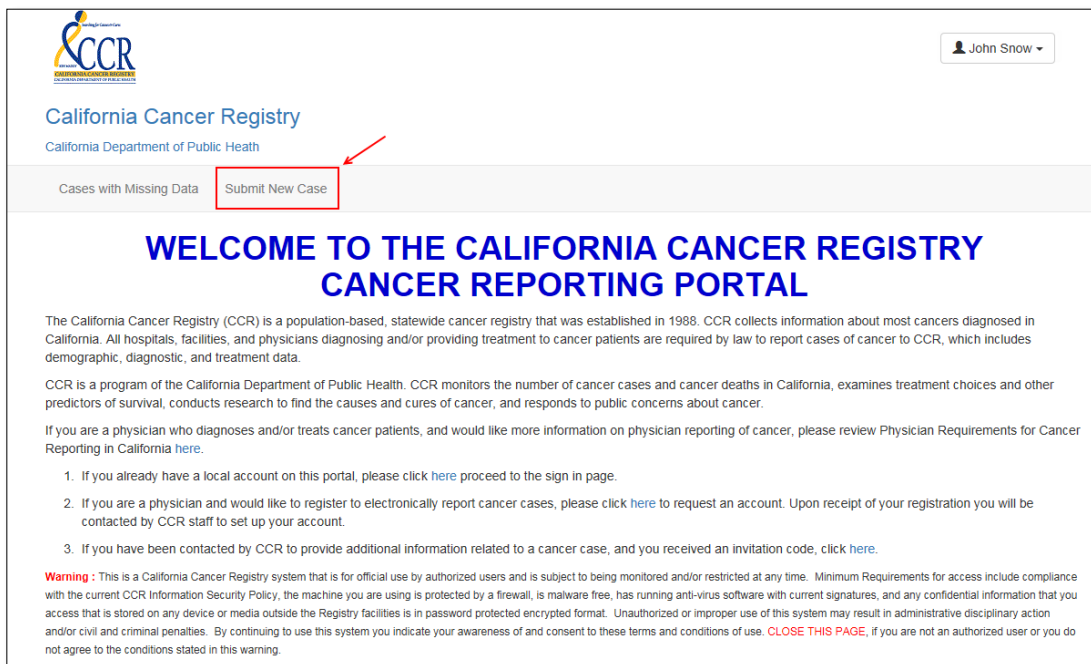


3. The browser redirects the user to the CCR - Cancer Reporting Portal and the top right of the screen will display the user as being logged in.



The screenshot shows the top of the California Cancer Registry portal. In the top right corner, a user profile dropdown menu is visible, showing a person icon and the name "John Snow" with a downward arrow. A red arrow points to this dropdown. Below the header, the text "California Cancer Registry" and "California Department of Public Health" is displayed. A navigation bar contains two links: "Cases with Missing Data" and "Submit New Case". The main content area features a large blue heading: "WELCOME TO THE CALIFORNIA CANCER REGISTRY CANCER REPORTING PORTAL". Below this heading, there is introductory text about the CCR, a list of three instructions for users, and a warning section.

4. To submit a new case, click on the text link Submit New Case.



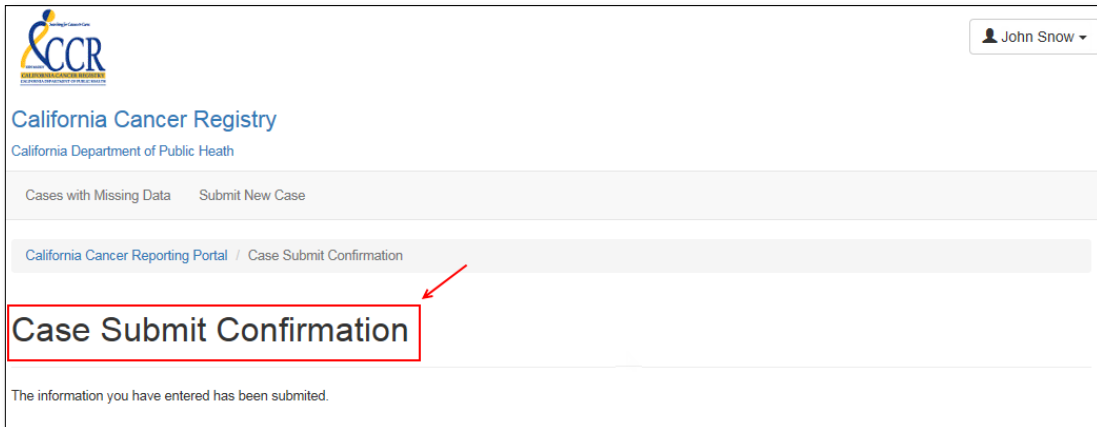
This screenshot is identical to the one above, but with a red box around the "Submit New Case" link in the navigation bar and a red arrow pointing to it from the left. The rest of the page content, including the heading, introductory text, instructions, and warning, remains the same.

5. The New Case – Confidential Physician Cancer Reporting form is displayed.

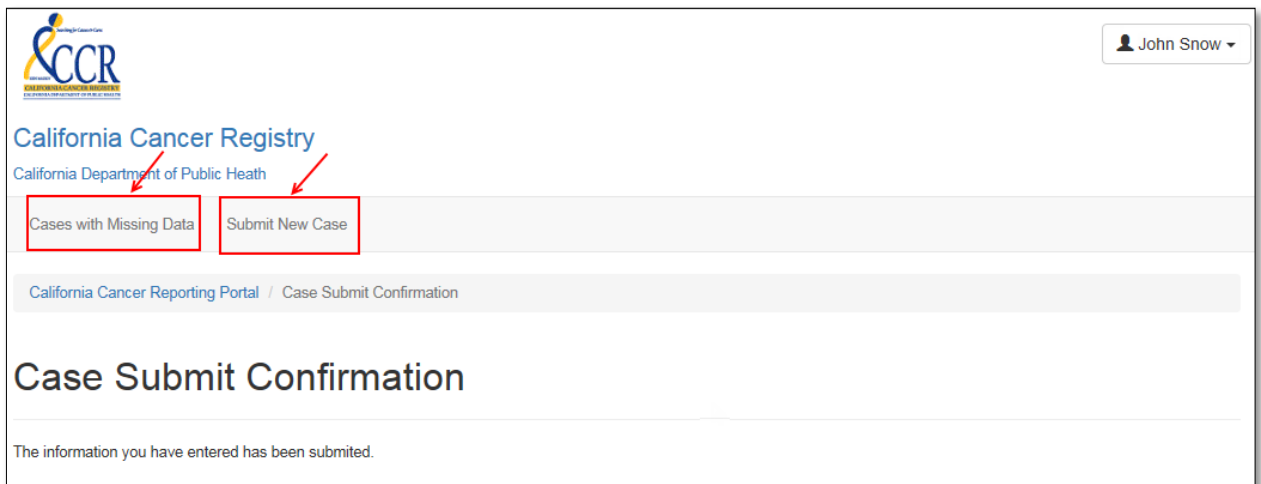
The screenshot shows the 'New Case - Confidential Physician Cancer Reporting Form' interface. At the top left is the California Cancer Registry logo and the text 'California Cancer Registry, California Department of Public Health'. Below this are navigation links for 'Cases with Missing Data' and 'Submit New Case'. The main title is 'New Case - Confidential Physician Cancer Reporting Form'. A note states: 'Please fill all the required fields denoted by * to complete the case. If you need help completing the form, please review the user guide here.' The form is divided into several sections: 'Patient information' (with sub-sections 'Patient information' and 'Diagnosis information'), 'Patient address information', 'Attending physician information', and 'Treatment' (with sub-sections 'Treatment - surgery related', 'Treatment - with radiation', and 'Treatment - with drugs'). Each section contains various input fields, some marked with an asterisk to indicate they are required. A 'Submit' button is located at the bottom left of the form area.

6. Users must complete all required fields denoted with an asterisk *. The remaining fields are requested if available. Click on the Submit button at the bottom when done.

7. The Case Submit Confirmation page is displayed with the submission status.



8. At this juncture, users can submit another New Case or respond to a new request for missing case information by clicking on the Cases with Missing Data link.



Cases with Missing Data

Cases with Missing Data represent cases from a physician's office which have missing data elements for which the CCR is requesting additional information.

Steps to complete the Cases with Missing Data are as follows:

1. Click on the text link Cases with Missing Data.



The screenshot shows the California Cancer Registry (CCR) portal. At the top left is the CCR logo with the text "California Cancer Registry" and "CALIFORNIA DEPARTMENT OF PUBLIC HEALTH". At the top right is a user profile dropdown menu showing "John Snow". Below the header, there are two navigation links: "Cases with Missing Data" (highlighted with a red box and a red arrow pointing to it) and "Submit New Case". The main content area features a large blue heading: "WELCOME TO THE CALIFORNIA CANCER REGISTRY CANCER REPORTING PORTAL". Below this heading is a paragraph of introductory text about the CCR, followed by a paragraph explaining the program's purpose. A section titled "If you are a physician who diagnoses and/or treats cancer patients, and would like more information on physician reporting of cancer, please review Physician Requirements for Cancer Reporting in California here." is followed by a numbered list of three instructions. At the bottom, a "Warning" section provides legal disclaimers and instructions to close the page if not an authorized user.

California Cancer Registry
California Department of Public Health

Cases with Missing Data Submit New Case

WELCOME TO THE CALIFORNIA CANCER REGISTRY CANCER REPORTING PORTAL

The California Cancer Registry (CCR) is a population-based, statewide cancer registry that was established in 1988. CCR collects information about most cancers diagnosed in California. All hospitals, facilities, and physicians diagnosing and/or providing treatment to cancer patients are required by law to report cases of cancer to CCR, which includes demographic, diagnostic, and treatment data.

CCR is a program of the California Department of Public Health. CCR monitors the number of cancer cases and cancer deaths in California, examines treatment choices and other predictors of survival, conducts research to find the causes and cures of cancer, and responds to public concerns about cancer.

If you are a physician who diagnoses and/or treats cancer patients, and would like more information on physician reporting of cancer, please review Physician Requirements for Cancer Reporting in California [here](#).

1. If you already have a local account on this portal, please click [here](#) proceed to the sign in page.
2. If you are a physician and would like to register to electronically report cancer cases, please click [here](#) to request an account. Upon receipt of your registration you will be contacted by CCR staff to set up your account.
3. If you have been contacted by CCR to provide additional information related to a cancer case, and you received an invitation code, click [here](#).

Warning : This is a California Cancer Registry system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Minimum Requirements for access include compliance with the current CCR Information Security Policy, the machine you are using is protected by a firewall, is malware free, has running anti-virus software with current signatures, and any confidential information that you access that is stored on any device or media outside the Registry facilities is in password protected encrypted format. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. **CLOSE THIS PAGE**, if you are not an authorized user or you do not agree to the conditions stated in this warning.

2. The Cases with Missing Data page displays. Cases are displayed by the Casefinding ID, Case Title, Reporting Source and the Provider.

California Cancer Registry
California Department of Public Health

Cases with Missing Data Submit New Case

If you do not see any cases in the view/queue you are currently on, please switch the view/queue by selecting the down arrow (v) to the right of "My Linked Cases....".

For instance, if you are on the view/queue "My Linked Cases as a Contact", you may switch the view/queue to "My Linked Cases as a Reporting Source" or vice versa using the down arrow (v).

Once you get to see the cases in the concerned view/queue, please click on the corresponding Casefinding ID to submit the case. Note that the view/queue where you will find the cases is determined based on whether you are a known, verified, and registered user of the site.

My Linked Cases as a Reporting Source v Enter your search criteria

Casefinding ID ↑	Case Title	Reporting Source	Provider
123456	DOE, JOHN	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
789101	DOE, JANE	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
112345	DIMON, JAMIE	GET WELL CLINIC - SACRAMENTO	

NOTE: Users can toggle the display to view cases in the queue by "My Linked Cases as a Contact" or switch the view to display as "My Linked Cases as a Reporting Source" by clicking on the (v) to view the drop-down.

California Cancer Registry
California Department of Public Health

Cases with Missing Data Submit New Case

If you do not see any cases in the view/queue you are currently on, please switch the view/queue by selecting the down arrow (v) to the right of "My Linked Cases....".

For instance, if you are on the view/queue "My Linked Cases as a Contact", you may switch the view/queue to "My Linked Cases as a Reporting Source" or vice versa using the down arrow (v).

Once you get to see the cases in the concerned view/queue, please click on the corresponding Casefinding ID to submit the case. Note that the view/queue where you will find the cases is determined based on whether you are a known, verified, and registered user of the site.

My Linked Cases as a Reporting Source v Enter your search criteria

- My Linked Cases as a Reporting Source
- My Linked Cases as a Contact

Casefinding ID ↑	Case Title	Reporting Source	Provider
123456	DOE, JOHN	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
789101	DOE, JANE	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
112345	DIMON, JAMIE	GET WELL CLINIC - SACRAMENTO	

3. Click on the Casefinding ID of the case you want to fill the missing data for.

CCR
CALIFORNIA CANCER REGISTRY
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

John Snow ▾

California Cancer Registry

California Department of Public Health

Cases with Missing Data | Submit New Case

If you do not see any cases in the view/queue you are currently on, please switch the view/queue by selecting the down arrow (v) to the right of "My Linked Cases....".

For instance, if you are on the view/queue "My Linked Cases as a Contact", you may switch the view/queue to "My Linked Cases as a Reporting Source" or vice versa using the down arrow (v).

Once you get to see the cases in the concerned view/queue, please click on the corresponding [Casefinding ID](#) to submit the case. Note that the view/queue where you will find the cases is determined based on whether you are a known, verified, and registered user of the site.

☰ My Linked Cases as a Reporting Source ▾

Casefinding ID ↑	Case Title	Reporting Source	Provider
123456 ←	DOE, JOHN	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
789101	DOE, JANE	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
112345	DIMON, JAMIE	GET WELL CLINIC - SACRAMENTO	

4. The Case Details page is displayed.

Case Details

IMPORTANT INFORMATION (Please read below before proceeding any further)

- In order to submit the case successfully, at a minimum, you are required to fill the fields marked with * preceding the corresponding field labels below. After the required fields are filled, click on "Submit Case".
- If you cannot submit the case and would like to make a request for cancellation, please click [HERE](#).

Patient information

*First Name * JOHN
*Last Name * DOE
Middle Name
*Birth Date * 2/11/1960
SSN
*Medical Record Number *
*Spanish/Hispanic Origin *
*Race *
*Sex * Male
Insurance Payer
Longest Held Occupation
Date of Last Contact 12/8/2016

Diagnosis information

*Date of Diagnosis * 12/8/2016
Diagnostic Confirmation
*Primary Site * EYE NOS
*Histology Behavior * Superficial spreading malig melanoma
*Laterality * Left
Grade
Clinical Stage Group
Clinical T
Clinical N
Clinical M
Path Stage Group
Path T
Path N
Path M
Tumor Size (millimeters)
Treatment - surgery related
Surgical Facility
Surgery Date 12/8/2016
Surgical Treatment Narrative

Patient address information

*Street *
D
*City *
D
*State * CA
*Zip * D

Attending physician information

Physician Search
JOHN JAMES
*Last Name * JAMES
*First Name * JOHN
Physician Middle Name
*NPI Number *
*CA License Number * A020467
*Email *
*Physician Street *
*Physician City *
*Physician State * CA
*Physician Zip *

Treatment - with radiation

Radiation Therapy
Radiation Start Date 12/8/2016
Radiation Treatment Narrative

Treatment - with drugs

Drug Agents
Drug Start Date 12/8/2016
Drug Treatment Narrative

Submit Case

5. On the Case Details form, users must complete all required fields denoted with an asterisk *. The remaining fields are requested if available. Click on the Submit button at the bottom when done.

NOTE: To cancel a case, skip to step 8.

6. Users are redirected to a confirmation page that verifies the data entered have been submitted.

California Cancer Registry
California Department of Public Health

Cases with Missing Data Submit New Case

The information you have entered has been submitted.

7. At this juncture, users can work on another case with missing data by clicking on the Cases with Missing Data link or click on the Submit New Case link to submit a new case.
8. To cancel a case when on the Case Details form, click on the link [HERE](#) located towards the top of the page under IMPORTANT INFORMATION, number 2.

Case Details

IMPORTANT INFORMATION (Please read below before proceeding any further)

1. In order to submit the case successfully, at a minimum, you are required to fill the fields marked with * preceding the corresponding field labels below. After the required fields are filled, click on 'Submit Case.'
2. If you cannot submit the case and would like to make a request for cancellation, please click [HERE](#).

Patient information

*First Name *
[Text Input Field]

*Last Name *
[Text Input Field]

Middle Name
[Text Input Field]

Diagnosis information

*Date of Diagnosis *
12/30/2015 [Calendar Icon]

Diagnostic Confirmation
[Dropdown Menu]

*Primary Site *
EYE NOS [Clear] [Search]

9. The Case Closure Request form page will be displayed.

The screenshot shows the California Cancer Registry (CCR) interface. At the top left is the CCR logo with the text "California Cancer Registry" and "California Department of Public Health". At the top right, a user profile for "John Snow" is visible. Below the header, there are two tabs: "Cases with Missing Data" (selected) and "Submit New Case". A breadcrumb trail reads: "California Cancer Reporting Portal / Profile / Physician Case List / Case Details / Case Closure Request". The main heading is "Case Closure Request". Below this is a paragraph of instructions: "Please complete the form below only if you are unable to provide the missing information we are seeking for the potential cancer case. If this is not what you intend to do, use the back button on your browser to go to the case information form in order to submit the case." The form contains a dropdown menu labeled "We are unable to submit the case because," and a text area labeled "Additional Comments (if no comments, please enter N/A)". A "Can't Submit" button is located at the bottom left.

10. On the Case Closure Request form, users should choose the reason for not being able to submit the case from the available drop-down options and provide additional comments as applicable (if no comments, please enter N/A).

This is a close-up of the "Case Closure Request" form. The instructions are repeated: "Please complete the form below only if you are unable to provide the missing information we are seeking for the potential cancer case. If this is not what you intend to do, use the back button on your browser to go to the case information form in order to submit the case." The form fields are highlighted with red boxes. A red arrow points to the dropdown menu icon in the "We are unable to submit the case because," field. Another red arrow points to the "Additional Comments (if no comments, please enter N/A)" text area. A "Can't Submit" button is visible at the bottom left.

11. When ready to submit the form, click on the Can't Submit button.

Case Closure Request

Please complete the form below only if you are unable to provide the missing information we are seeking for the potential cancer case. If this is not what you intend to do, use the back button on your browser to go to the case information form in order to submit the case.


We are unable to submit the case because,

Additional Comments (If no comments, please enter N/A)

Can't Submit

 ←

12. Users are redirected to the Cases with Missing Data page, and the case from step 11 above will be removed from the queue.

John Snow ▾

California Cancer Registry

California Department of Public Health

Cases with Missing Data | Submit New Case

If you do not see any cases in the view/queue you are currently on, please switch the view/queue by selecting the down arrow (v) to the right of "My Linked Cases....".

For instance, if you are on the view/queue **"My Linked Cases as a Contact"**, you may switch the view/queue to **"My Linked Cases as a Reporting Source"** or vice versa using the down arrow (v).

Once you get to see the cases in the concerned view/queue, please click on the corresponding [Casefinding ID](#) to submit the case. Note that the view/queue where you will find the cases is determined based on whether you are a known, verified, and registered user of the site.

☰ My Linked Cases as a Reporting Source ▾

Casefinding ID ↑	Case Title	Reporting Source	Provider
789101	DOE, JANE	GET WELL CLINIC - SACRAMENTO	JOHN JAMES
112345	DIMON, JAMIE	GET WELL CLINIC - SACRAMENTO	

13. At this juncture, users can work on another Case with Missing Data or Submit a New Case.