

# **Physician Self-Reporting Web Portal Registration Instructions**

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**v1 | 12-07-16**

## 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 for the physician registration process on the CCR's Cancer Reporting Portal.

If you have any questions regarding these processes, please email CCR at [hs-cancerreporting@ccr.ca.gov](mailto:hs-cancerreporting@ccr.ca.gov).

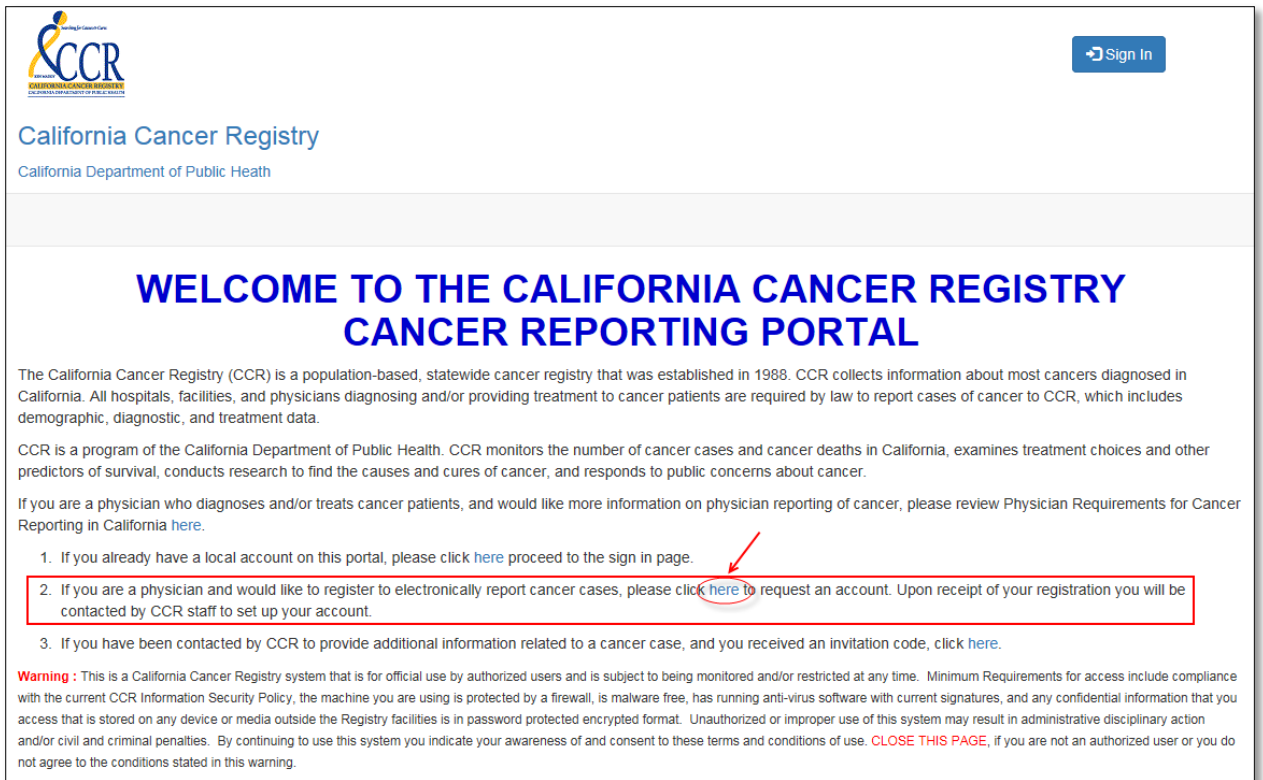
# Physician Web Portal Registration

## Prerequisites

1. Internet connection
2. Current internet browser

## Steps

1. Navigate to the CCR - Cancer Reporting Portal's website, url: <https://cancerreporting.ccr.ca.gov/>.
2. On the second option, click on the link [here](#) to request an account.



The screenshot shows the California Cancer Registry (CCR) website. 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 "Sign In" button. Below the logo is the text "California Cancer Registry" and "California Department of Public Health". The main heading is "WELCOME TO THE CALIFORNIA CANCER REGISTRY CANCER REPORTING PORTAL". Below this is a paragraph describing the CCR as a population-based, statewide cancer registry established in 1988. Another paragraph states that CCR is a program of the California Department of Public Health. A third paragraph asks if the user is a physician and provides a link to "Physician Requirements for Cancer Reporting in California". Below this are three numbered instructions: 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](#). A red arrow points to the "here" link in instruction 2, which is also circled in red. A red box highlights the entire instruction 2. At the bottom, there is a "Warning" section with a red heading and text explaining that the system is for official use and subject to monitoring, and that users must agree to terms and conditions.

3. The Physician Registration Form is displayed.
4. Next, complete the Physician Registration Form.

NOTE: Users can access the user guide by clicking on the link, [here](#), on the top of the page below the form name.

### Section 1 of 3: Reporting facility information

Users should search for the provider's facility by clicking on the search icon (🔍).

*Reporting facility:* Is the provider's facility.

## Physician Registration Form

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If you need help registering, please review the user guide [here](#).

SECTION 1 of 3: Reporting facility information

Search for reporting facility:  🔍

If you are unable to find your reporting facility in the search above, please complete the following fields:

Facility Name	Street
<input type="text"/>	<input type="text"/>
County Lookup	City
<input type="text"/> 🔍	<input type="text"/>
Phone	State
<input type="text"/>	<input type="text"/> ▼
	ZIP/Postal Code
	<input type="text"/>

The Lookup Records search dialog box is displayed.

✓ Name ↑	Abbreviation	Reporting Source Number	Reporting Source Type	Address 1	City	County	State	Zip
EMERITUS AT RANCHO SOLANO - FAIRFIELD		4880400001	Nursing Home	3350 CHERRY HILLS CT	FAIRFIELD	SOLANO CO.	CA	94534
I-MEI HSIU - ELK GROVE		3480300474	Medical Office	8170 LAGUNA BLVD #215	ELK GROVE	SACRAMENTO CO.	CA	95758
Memorial Care Surgery Center Newport-Mesa		0000300023	Surgery Center	1640 NEWPORT BLVD	COSTA MESA	ORANGE CO.	CA	92627
MICHAEL		2980300059	Medical Office	105 MARGARET LN	GRASS	NEVADA CO.	CA	95945

Next, users should conduct a search and select the appropriate facility from the displayed search results, by clicking once on the facility and then click on the Select button.

Once selected the users are redirected to the Physician Registration Form with the Reporting Source search field pre-populated with the selected information.

## Physician Registration Form

If you need help registering, please review the user guide [here](#).

SECTION 1 of 3: Reporting facility information

Search for reporting facility:  
EMERITUS AT RANCHO SOLANO - FAIRFIELD

If you are unable to find your reporting facility in the search above, please complete the following fields:

Facility Name

Street

County Lookup

City

Phone

State

ZIP/Postal Code

If the provider's facility is not found, then fill out Section I.

### Physician Registration Form

If you need help registering, please review the user guide [here](#).

SECTION 1 of 3: Reporting facility information

Search for reporting facility:

If you are unable to find your reporting facility in the search above, please complete the following fields:

Facility Name	Street
<input type="text"/>	<input type="text"/>
County Lookup	City
<input type="text"/> <input type="submit" value="Q"/>	<input type="text"/>
Phone	State
<input type="text"/>	<input type="text"/>
	ZIP/Postal Code
	<input type="text"/>

### Section 2 of 3: Physician information

Users should search for the physician by clicking on the search icon (🔍).

*Physician:* Is the physician at the facility who will be submitting the cancer incidents.

SECTION 2 of 3 : Physician information

Search for physician:

Phone Number \*

E-mail \*

\* Required

If you are unable to find the correct physician in the search above, please complete the following fields:

Physician First Name	License State
<input type="text"/>	<input type="text"/>
Physician Last Name	License Number
<input type="text"/>	<input type="text"/>
Physician Middle Name	Specialty
<input type="text"/>	<input type="text"/>
	NPI Number
	<input type="text"/>

The Lookup Records search dialog box is displayed.

✓ Full Name ↑	License State	License Number	Specialty 1	Specialty 2	NPI Number
✓ a a	CA	A7994562			
A ABBEY	CA	D0013593			
A AHMED	CA	A0030485			
A AKBAR	CA	A0061007			
A ALI	CA	A0035464			
A AMINIAN	CA	A0040672			
A BARBER	CA	G0057676			

Users can search by typing the Physician's Name (first and/or last name) or the physician's California License Number, in the search field and clicking on the search icon (🔍).

*NOTE:* To search with a license number, please precede the license number with an asterisk, for example: \*123456

Next, users should select the appropriate physician from the displayed search results, by clicking once on the physician's name and then click on the Select button.

Once selected the users are redirected to the Physician Registration Form with the physician's search field pre-populated with the selected information.

SECTION 2 of 3 : Physician information ✓

Search for physician:  
a a [x] [Q]

Phone Number \* ←

E-mail \* ←

\* Required

If you are unable to find the correct physician in the search above, please complete the following fields:

Physician First Name	License State
<input type="text"/>	<input type="text"/>
Physician Last Name	License Number
<input type="text"/>	<input type="text"/>
Physician Middle Name	Specialty
<input type="text"/>	<input type="text"/>
	NPI Number
	<input type="text"/>

Next, users should fill out the required fields denoted with an asterisk (\*).

If the physician's information is not found, then users should fill out Section 2.

SECTION 2 of 3 : Physician information

Search for physician:  
 [Q]

Phone Number \*

E-mail \*

\* Required

If you are unable to find the correct physician in the search above, please complete the following fields:

Physician First Name	License State
<input type="text"/>	<input type="text"/>
Physician Last Name	License Number
<input type="text"/>	<input type="text"/>
Physician Middle Name	Specialty
<input type="text"/>	<input type="text"/>
	NPI Number
	<input type="text"/>



### Section 3 of 3: Authorized contact for cancer reporting

By default the Authorized Contact in Section 3 of 3 has "Myself" selected. Users can change this option depending on their sign-up needs.

SECTION 3 of 3 : Authorized contact for cancer reporting

Who will sign in and report your cases on this portal?  
 Myself  My Authorized Contact Below

My authorized contact

Last Name  Phone

First Name  Email

Middle Name

CALL **Donnington**

Type the text  CAPTCHA™

Privacy & Terms

Submit

Next, complete the challenge question and then click on the Submit button to send the Physician Registration Form.

*NOTE:* The password for the challenge question at the end of the form is not case sensitive.

5. The Physician Registration Confirmation and Instructions screen is displayed advising users that a representative from CCR will contact them in one to two business days, and will provide additional information on account setup once CCR has verified their information.

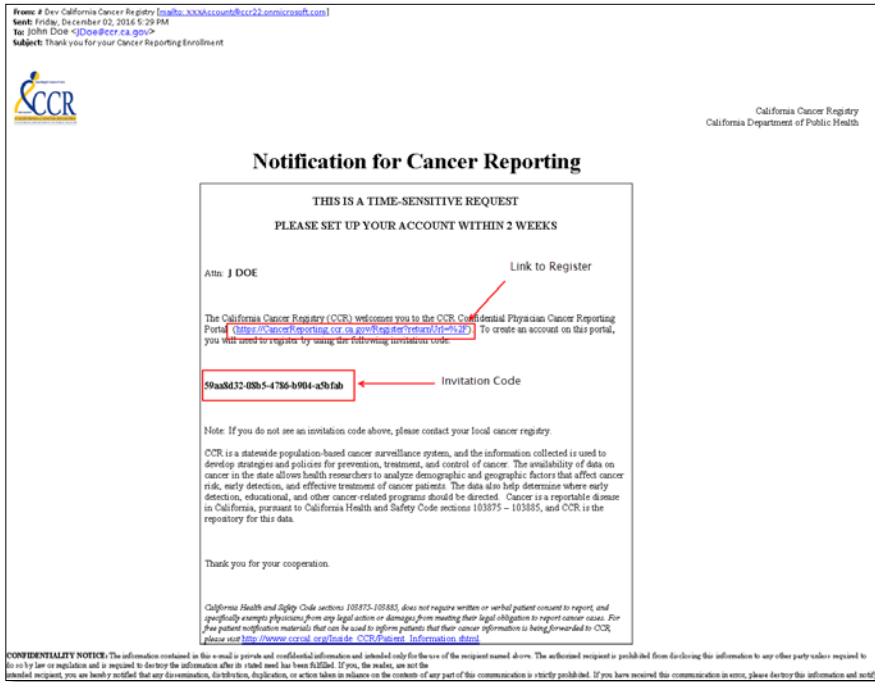
California Cancer Registry  
California Department of Public Health

Sign In

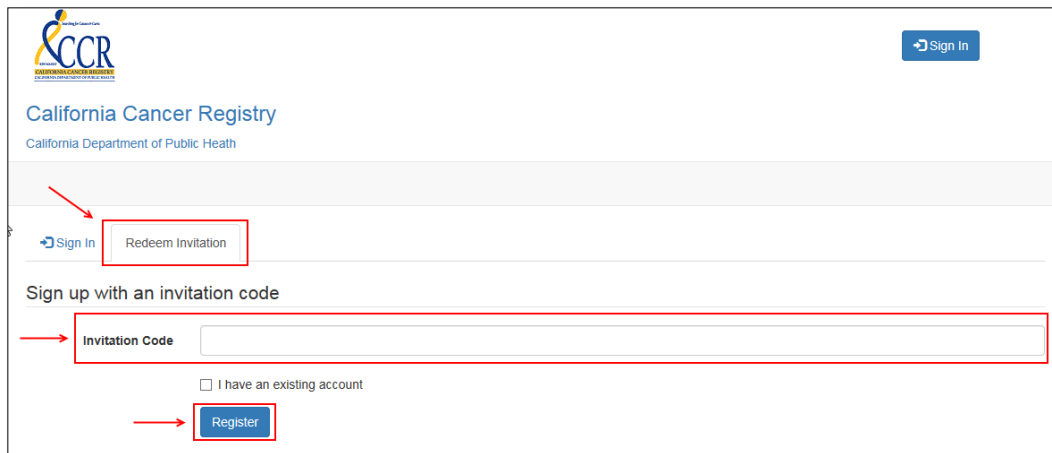
### Physician Registration Confirmation and Instructions

The information you have entered has been submitted. Once your information has been verified, a representative from the California Cancer Registry will contact you in one to two business days to setup your account.

- Upon verification of registration information by CCR, the Physician User will receive an e-mail with a link for account registration and an invitation code from CCR.



- Copy the Invitation Code and click on the account registration link in the email.
- Sign up with an invitation code is displayed in the browser.
- Copy and paste the invitation code in the Invitation Code field.



- Click on the Register button to set up your portal account.

11. Next create a user name and password for your account, and then click on the Register button.

California Cancer Registry  
California Department of Public Health

Sign In Redeem Invitation

Redeeming code: 2b4f1a51-c9eb-476c

Register for a new local account

Username

Password

Confirm Password

Register

NOTE: The password must have at least one non-letter and non-digit character. Passwords must have at least one uppercase ('A'-'Z') letter.

12. Next create your Profile and click on the Update button to register the changes.

11. Upon completion of the above step, 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, and users can now submit a new case.

**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.