

**Health Information Technology Department  
at Camden County College**

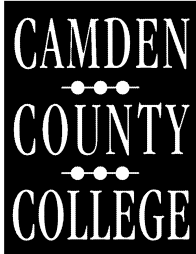


**Cancer Tumor Registry Programs  
Certificate (CTR.CT)  
Associate Degree (CTR.AAS)**

**Student Handbook**

**2006-2007**





Dear Student:

Welcome to Camden County College and to the Department of Health Information Technology (HIT). This handbook has been developed with you in mind and is targeted to providing you with important information on the current programs offered by this department in the field of Cancer Tumor Registry. This field is overseen by the National Cancer Registrar's Association (NCRA); the NCRA can be reached at 1340 Braddock Place #203, Alexandria VA 22314, (703) 299-6640 or at their website, [www.ncra-usa.org](http://www.ncra-usa.org). After the successful completion of your education, the next step is seeking national certification through NCRA. This entry-level certification is that of a Certified Tumor Registrar or CTR.

This handbook does not replace the college catalog or the college student handbook. Both of these documents have important information on college policies and can be found at the college website, [www.camdencc.edu](http://www.camdencc.edu).

Please feel free to contact me if you require further information on any of our programs, the field, or Camden County College. My office is located at the Camden City Campus in the Faculty Suite Area, 2G. Please stop by or call to make an appointment. Good luck on your educational and professional goals!

Sincerely,

Lynette M. Williamson, MBA, RHIA, CCS, CPC  
Program Coordinator, Health Information Technology Department  
856-968-1331  
[lwilliamson@camdencc.edu](mailto:lwilliamson@camdencc.edu)

## Opportunities and Expectations for Students

Students are given the opportunity to participate in the Student Health Information Technology (HIT) Club. This club provides a network of support, practical information and valuable insight into career opportunities. This club is open to all Camden County College Students and meetings each semester to discuss issues relevant to current students. The club has student officers and is advised by the Program Coordinator or faculty member from the department of Health Information Technology.

### **Professionalism**

It is a necessary expectation that a level of professionalism be required for a student entering this program. A professional is defined as “someone who shows great skill, especially in a learned profession, engages in a given activity as a source of livelihood or a career and is an expert in their chosen field”.

This expectation extends from the classroom into clinical sites that the student visits and/or attends for capstone course(s) including the Cancer Registry Clinical. Students are representatives of Camden County College and as future professionals in the field of Cancer Tumor Registry and are expected to maintain the highest level of professionalism, courtesy and respect. This professional manner will be a vital component of your career and enable you to achieve your goals and to meet the unique challenges of this field.

### **Program Admission Requirements:**

Students seeking admission to either the Cancer Tumor Registry Certificate Program or the Cancer Tumor Registry Option degree program must first comply with the college admission requirements as outlined in the college catalog. Camden County College is built on the philosophy of an open admission policy with high standards. Students that require additional academic help to meet course requirements can seek assistance from the program coordinator and/or the tutoring center. All degree-seeking students are required to take the College placement test before registering for credits beyond the 11<sup>th</sup> credit. There are exemptions to this policy that are outlined each semester in the credit schedule of classes or students can contact the testing office at 856-227-7200 extension 4710. There are no specific program admission requirements but prospective students are highly encouraged to contact the Program Coordinator for academic advisement and degree completion requirements. The Health Information Department has an open policy for students to the program. Students that are interested in this field of study should investigate the professional organizational website of the National Cancer Registrars Association at [www.ncra-usa.org](http://www.ncra-usa.org).

## **Graduation Requirements**

To graduate from either the CTR certificate program or the degree program the student must:

1. Earn the minimum number of credits required for the HIT.AAS CTR option or the CTR.CT certificate; remedial course do not count toward graduation requirements.
2. Complete at least required hours of credits in residence at Camden County College. Please check with student services if you are transferring credit into either curriculum.
3. Have a cumulative grade point average of 2.0 or higher. Grades from other colleges are not used in this computation. Receive a grade of "C" or better in all professional related courses; these include Human Biology, English Composition I and II, Computer Literacy or Personal Computer Application, Medical Terminology, Introduction to Health Information, Basic Pharmacology, Basic Pathophysiology, Legal and Ethical Issues in HIT, Health Informatics, Public Speaking, Cancer Registry Organization and Operation, Cancer Registry Management, Oncology Coding and Staging, Statistical Methods for Health Information, Registry QA and Epidemiology, and Cancer Registry Clinical.
4. Satisfactorily complete all subjects in the approved CTR.AAS or CTR. CT curriculum. If students wish to waiver a course in the curriculum, they must seek official permission to do so by applying for a course wavier. The Waiver Request form is available through the academic dean's office of the curriculum in which the student is enrolled, the HIT program coordinator's office, or at the main office at the Camden City Campus or the William G. Rohrer Center.
5. Complete all request(s) for Credit by Assessment if applicable.
6. Complete the graduation packet before due date. The due dates are as follows; January Graduates, December 1<sup>st</sup>; June Graduates, April 1<sup>st</sup>, and for August Graduates the due date is July 1<sup>st</sup>. This packet includes application for graduation, current college transcript, graduation recommendation form, degree audit, curriculum checklist, and approved waivers as applicable. The graduation packet must be reviewed and signed by the Program Coordinator. Students should ensure that the packet is received in the Program Coordinator's office at least 5 working dates before the deadline to allow for processing.

## **Cancer Registry Clinical**

Health Information Technology students under the CTR option and the certificate must complete Cancer Registry Clinical (HIT 270). This course can only be taken in the students last semester with prior approval from the department Program Director. Students are placed at a site after consultation with the Program Director. Clinical site placements are only scheduled during the day. Transportation to the clinical site is the responsibility of the student. Specific healthcare facilities may have specific requirements; students would receive that information if applicable from the Program Director.

Both the certificate and the degree program require the student to complete 160 hours at a facility. This must be done under the direction of a Certified Tumor Registrar (CTR). Students are required to meet with the Program Coordinator prior to course registration for these courses. These courses are an integral part of the educational process and provide the student with the opportunity for practical application of classroom materials. Students are placed at a site after consultation with the program coordinator. Some sites will have specific placement requirements; these may include background checks, physical examination, immunizations, and attendance at orientation. The Program Coordinator will provide the student will information on their potential site.

### **Standards of Practice**

The Cancer Tumor Registry environment requires professional interaction with a variety of personnel in the medical and healthcare profession. Students will be working in an environment that requires a variety of physical, visual, and mental skills. The Cancer Tumor Registry student must be able to;

1. Work independently
2. Be able to perform repetitive movements
3. Be able to lift health records weighing for several ounces to several pounds
4. Utilize a computer for medical transcription processes
5. Work efficiently with a high degree of accuracy
6. Work cooperatively with others
7. Have attention to detail
8. Maintain a professional attitude at all times

## **Academic Advisement**

Students are highly encouraged to seek academic advisement from HIT departmental full-time faculty or the Program Coordinator. The Program Coordinator is available via email at [lwilliamson@camdencc.edu](mailto:lwilliamson@camdencc.edu) or at 856-968-1331. Students are required to register and pay all college fees in the registration and business office of all of the three college campuses.

## **Health Information Technology, Cancer Tumor Registry Option (CTR.AAS)**

### **Career Description**

Cancer Registrars are cancer data professionals. They are the forefront for data collection, data quality, and data timeliness for a health care institution that treats cancer patients. There are three general type of cancer registry's; facility-based, population-based, and disease-focused registries. Data from a cancer registry can be utilized by public health officials, institution health care providers, and clinical researchers. Tumor Registrar's are employed by health care institutions, public health agencies, pharmaceutical companies, consulting companies, and registry software development companies.

### **Program Goals**

- To provide graduates who will meet the entry-level competencies and become successfully employed in the field
- To increase knowledge of the field and program enrollment by actively marketing and recruiting students
- To retain students in the program and support them towards graduation
- To offer a high-quality, comprehensive curriculum based upon continuous assessment and quality improvement
- To prepare students for job success by providing technical and/or lab activities within the curriculum
- To prepare students for job success by providing clinical practicum hours under the direct supervision of a Certified Tumor Registrar (CTR)
- To retain qualified, caring, and student-centered faculty

### **Student Objectives**

Upon successful completion of all required course work in this program, the student will:

- Receive a Associate in Applied Science Degree
- Demonstrate entry-level competency in ICD-O coding via text and computer referencing.
- Demonstrate critical thinking skills for effective problem solving
- Communicate effectively in speech and writing
- Demonstrate statistical literacy for the field of Health Information Technology
- Understand governmental and regulatory requirements that impact the field of Health Information Technology and Cancer Registries

### **Accreditation**

This program will be seeking accreditation from the National Cancer Registrar's Association (NCRA). If accreditation is granted, graduates of this program will be able to take the Certified Tumor Registrar (CTR) certification exam offered by the NCRA. The NCRA can be reached at National Cancer Registrars Association, 1340 Braddock Place #203, Alexandria VA 22314, (703) 299-6640, FAX: (703) 299-6620, or at their website [www.ncra-usa.org](http://www.ncra-usa.org)

### **Contact Person**

Lynette Williamson, MBA, RHIA, CCS, CPC, Program Coordinator (856) 968-1331  
[lwilliamson@camdencc.edu](mailto:lwilliamson@camdencc.edu)

**Health Information Technology  
Cancer Tumor Registry Option  
CTR.AAS  
2006-2007 Curriculum**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
<i>First Year/First Semester</i>		
BIO-103	Human Biology	3
CSC-101	Computer Literacy or	3
CIS-101	Personal Computer Applications	
ENG-101	English Composition I	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
HPE....	Health & Exercise Science Elective	1
		<b>16</b>
<i>Second Semester</i>		
ENG-102	English Composition II	3
HIT-132	Basic Pharmacology	3
HIT-134	Basic Pathophysiology	3
HIT-160	Cancer Registry Organization & Operation	3
MTH-111	Elements of Statistics	3
		<b>15</b>
<i>Second Year/First Semester</i>		
HIT-205	Legal and Ethical Issues in HIT	2
HIT-110	Health Informatics	4
HIT-260	Cancer Registry Management	3
HIT-255	Oncology Coding & Staging	4
.....	Elective <sup>1</sup>	3
		<b>16</b>
<i>Second Semester</i>		
HIT-202	Statistical Methods for Health Information	3
HIT-265	Registry QA and Epidemiology	3
HIT-270	Cancer Registry Clinical <sup>2</sup>	2
.....	Social Science Elective	3
HPE....	Health & Exercise Science Elective	1
SPE-102	Public Speaking	3
		<b>15</b>
	<b>Total</b>	<b>62</b>

<sup>1</sup> Suggested elective is Diagnostic and Procedural Coding I (HIT 140)

<sup>2</sup> Approval from HIT Program Director required before registering for this course

## **Cancer Tumor Registry Certificate (CTR.CT)**

### **Program Goals**

- To provide graduates who will meet the entry-level competencies and become successfully employed in the field
- To increase knowledge of the field and program enrollment by actively marketing and recruiting students
- To retain students in the program and support them towards certificate completion
- To offer a high-quality, comprehensive curriculum based upon continuous assessment and quality improvement
- To prepare students for job success by providing technical and/or lab activities within the curriculum
- To prepare students for job success by providing clinical practicum hours under the direct supervision of a Certified Tumor Registrar (CTR)
- To retain qualified, caring, and student-centered faculty

### **Student Objectives**

Upon successful completion of all required course work in the Cancer Tumor Registry Certificate program, the student will:

- Receive a Certificate in Cancer Tumor Registry
- Demonstrate entry-level competency in ICD-O coding via text and computer referencing.
- Demonstrate critical thinking skills for effective problem solving
- Understand governmental and regulatory requirements for the field of Cancer Registry

### **Accreditation**

This program will be seeking accreditation from the National Cancer Registrar's Association (NCRA). If accreditation is granted, graduates of this program will be able to take the Certified Tumor Registrar (CTR) certification exam offered by the NCRA. The NCRA can be reached at National Cancer Registrars Association, 1340 Braddock Place #203, Alexandria VA 22314, (703) 299-6640, FAX: (703) 299-6620, or at their website [www.ncra-usa.org](http://www.ncra-usa.org)

### **Contact Person**

Lynette Williamson, MBA, RHIA, CCS, CPC, Program Coordinator (856) 968-1331  
[lwilliamson@camdencc.edu](mailto:lwilliamson@camdencc.edu)

**Cancer Tumor Registry Certificate  
College Code: CTR.CT  
2006-2007 Curriculum**

<b>Code</b>	<b>Course</b>	<b>Credits</b>
<i>First Year/First Semester</i>		
BIO-103	Human Biology	3
CSC-101	Computer Literacy <b>or</b>	
CIS-101	Personal Computer Applications	3
HIT-101	Introduction to Health Information	3
HIT-120	Medical Terminology	3
MTH-111	Elements of Statistics I	3
		<b>15</b>
 <i>Second Semester</i>		
HIT-132	Basic Pharmacology	3
HIT-134	Basic Pathophysiology	3
HIT-160	Cancer Registry Organization & Operation	3
HIT-202	Statistical Methods for Health Information	3
		<b>12</b>
 <i>Second Year/First Semester</i>		
HIT-260	Cancer Registry Management	3
HIT-255	Oncology Coding & Staging	4
HIT-265	Registry QA and Epidemiology	3
HIT-270	Cancer Registry Clinical <sup>1</sup>	2
		<b>12</b>
	<b>Certificate Total</b>	<b>39</b>

<sup>1</sup>Approval from Program Director required before registering for this course

## Course Descriptions Courses in Alphabetical Order

### **Basic Pathophysiology: HIT 134**

**3 credits**

*Pre-requisites: Human Biology (BIO 103) and Medical Terminology (HIT 120)*

This course is designed to familiarize students with multiple diagnoses for various body systems. Disease process, symptomology, and abbreviations will be discussed in detail. Repetition and visual aids will be utilized in this course. Instruction will cover anatomical review and comprehension of written clinical information.

### **Basic Pharmacology: HIT 132**

**3 credits**

*Pre-requisites: Human Biology (BIO 103) and Medical Terminology (HIT 120)*

This course introduces the student to frequently prescribed medications, their uses, actions, and common side effects. The student will learn about various drug classifications. Drug names will be distinguished from manufacturer names. Routes of administration, side-effects, and contraindications will be discussed for each drug classification.

### **Cancer Registry Clinical**

**2 credits**

*Prerequisites: Statistical Methods for Health Information (HIT 202) and Cancer Registry Organization and Operation (HIT 160)*

*Co-requisites: Cancer Registry Management (HIT 260) and Oncology Coding and Staging (HIT 255)*

This course will focus on the application of classroom concepts to a tumor registry under the direct supervision of a Certified Tumor Registrar (CTR). Areas covered during clinical will include; case finding, abstracting, ICD-0-3 coding, staging, required files, follow-up, attendance at cancer committee, attendance at cancer board conference, quality control and assurance, data usage, data reporting, central registry reporting, state registry reporting, quality Management studies, and information on cancer treatment. Students are required to complete 160 hours of time at a healthcare facility under the direct supervision of a Certified Tumor Registrar (CTR).

### **Cancer Registry Organization and Operation: HIT 160**

**3 credits**

*Pre-requisites: Medical Terminology (HIT), Human Biology (BIO 103) and either Computer Literacy (CSC 101) or Personal Computer Application (CIS 101)*

This course will introduce the student to disease registration and surveillance. Legal issues governed by HIPAA legislation that pertain to a cancer registry will be discussed. Ethics and standards affecting a cancer registry will be explored. Case ascertainment, registry files, follow-up methodology, and the presentation of data will be discussed and examined. Students will be instructed on national registry standards. Students will be given detailed information on American College of Surgeons Commission on Cancer (COC) and the New Jersey State Cancer Registry requirements.

### **Cancer Registry Management: HIT 260**

**3 credits**

*Pre-requisite: Cancer Registry Organization & Operation (HIT 160)*

*Co-requisite: Statistical Methods for Health Information (HIT 202)*

This course will involve the study of the principles and practices of cancer registry management. Topics will include; American College of Surgeons Commission on Cancer Approvals Process, cancer registry personnel. Office space, equipment, budget, management, case ascertainment, cancer program annual report, state reporting, report requests and report writing, Joint Commission on Accreditation of Healthcare Organization (JCAHO), the North American Association of Central Cancer Registries (NAACCR), cancer registries in other countries, and interfacing with organizations.

**Computer Literacy: CSC 101****3 credits***Pre-requisites: None*

This course is designed to provide the student an overview of the hardware and software systems found in a computing environment. Topics include an introduction to the hardware components of a computer system, the Internet, WWW, the binary number system, computer systems found in business, “hands-on” experience with word processing, spreadsheets, database management software and a web browser as well as an introduction to computer programming in BASIC

**Diagnostic and Procedural Coding I: HIT 140****3 credits***Pre-requisites: Human Biology (BIO-103) and Medical Terminology (HIT-120)*

This is an introductory course to diagnostic and procedural coding using the International Classification of Diseases (ICD) coding classification system. The student will learn various coding concepts including coding conventions, practices, and guidelines. This foundation will be expanded upon in the second course that will focus on the International Classification of Diseases classification system, Diagnostic and Procedural Coding II.

**Elements of Statistics I: MTH 111****3 credits***Pre-requisites: Reading Skills III (ENG 013) or placement at a college reading level on basic skills test, and Elementary Algebra Traditional (MTH 029) or Elementary Algebra Accelerated (MTH 030) or placement at a college math level on basic skills test.*

This course is designed for students who need a basic knowledge of statistical and elementary research techniques. Topics covered include: frequency distributions, sigma notation, measures of central tendency, measures of variability, fundamentals of probability, binomial distribution, normal distribution, sampling distributions, confidence limits, sample size determination, and hypothesis testing on a single population.

**English Composition I: ENG 101****3 credits***Pre-requisites: Reading Skills II (ENG 013) and Writing Skills (ENG 023) or placement at a college level for reading and writing on basic skills test*

This course acquaints the student with the conventions of expository writing. It offers training in clear, logical communication and encourages the student to read, analyze, discuss, and write. The “substance” of English Composition I is the essay; students study both the content and the rhetoric of selected essays and write essays which thoughtfully develop their own ideas in good rhetorical form

**English Composition II: ENG 102****3 credits***Pre-requisites: English Composition I (ENG 101)*

English Composition II is the second semester of a two-semester course. Its purpose is to develop more fully the reading, writing, and speaking ability of the composition student to build on the basis of English Composition I. English Composition II will especially stress argumentative writing and will provide the student with a strong basis in the rhetoric of argumentation. In addition, the development of the student’s research skills and ability to handle source material are important aspects of this course

**Health Informatics: HIT 110****4 credits***Pre-requisites: English Composition I (ENG 101), Introduction to Health Information (HIT 101) and Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101).*

This is an introductory course for the field of Health Information Technology. It will focus on student understanding and knowledge of the health record and Information systems. Other topics that will be discussed include compliance, HIPAA, and databases. This course does have a lab component that will focus on abstraction and analysis of health records and health information. Site visits to various types of healthcare facilities is an integral part of this course to provide a practical application of information discussed in the classroom.

**Human Biology: BIO 103****3 credits***Prerequisites: Reading Skills III (ENG-013) and Writing Skills III (ENG-023)*

This non-laboratory course is designed as an overview of the human organism. Cells, tissues and specifically organ systems will be discussed. Emphasis will be placed on anatomical structures and important physiological phenomena. Some aspects of genetics and human disease may be introduced. This course does not satisfy any natural science elective.

**Introduction to Health Information: HIT 101****3 credits***Prerequisites: Reading Skills III (ENG 013) and Writing Skills (ENG 023)**Co-requisites: Medical Terminology (HIT 120) and either Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101)*

This course will examine the aspect of taking health data and presenting it as information. Focus will be on the concepts of health data that include data elements, data sets, data dictionaries, data quality management and the usages of health data. Governmental requirements for data reporting will be reviewed. Data analysis that results in application of information will be emphasized. Basics of health records, format, and documentation will also be discussed. The course has 2 credit hours of lab included. Students will receive instruction on qualitative and quantitative analysis and abstraction with the opportunity to practice from actual health records in the lab. Chart management software will be incorporated into this course for the student to use in the lab.

**Legal and Ethical Issues in HIT: HIT 205****2 credits***Pre-requisite: Introduction to Health Information (HIT 101)*

This course will examine the legal and ethical environment for the field of Health Information Management. Case studies will be used throughout the course to allow students to apply and analyze the content areas of the course.

**Medical Terminology: HIT 120****3 credits***Pre-requisites: None*

This is an introductory course to the language of medical terminology. This course provides word analysis, which will make the understanding of medical words from the simple to the complex easier. Instruction will focus on dividing the word into basic elements: suffixes, prefixes, word root, and combining forms. Further instruction will focus on medical terms as they relate to anatomy, physiology, and disease processes of all of the body systems. In addition, the presentation will emphasize the spelling and pronunciation of medical terms

**Oncology Coding and Staging: HIT 255****4 credits***Prerequisites: Medical Terminology (HIT 120), Computer Literacy (CSC 101), Human Biology (BIO 103), and Basic Pathophysiology (HIT 134)**Co-requisites: None*

This course will focus on the principles of cancer registry case abstracting. Cancer staging and coding will be reviewed in detail. The ICD-O-3 manual and coding software will be utilized. AJCC Staging Manual, SEER Summary Staging Manual and Collaborative Stage Manual will be also be utilized throughout this course. The practical application of coding and staging will be emphasized using scenarios and actual health records. Students will have the opportunity to hear of the latest cancer treatments from physician guest speakers.

**Personal Computer Applications: CIS 101****3 credits***Pre-requisites: None*

This course is an introduction to microcomputer applications. The student will become familiar with the operation of a microcomputer operating system, database applications, word processing, spreadsheets and the Internet. The course will focus on helping the student to logically plan out the processes that are necessary to communicate with the computer. During the term, the student will get “hands-on” usage of the microcomputer using Microsoft’s Office Suite (Word, Excel, and Access), and a web browser to access the Internet/WWW.

**Public Speaking: SPE 102****3 credits***Pre-requisites: None*

Public Speaking introduces the principles and techniques of formal communication. Attention will be given to speaker-listener relationship management and choice of ideas, selection and organization of materials, and use of language and nonverbal elements. Particular attention will be paid to the principles and skills of persuasion and delivery skills as well as audience analyses. Formal presentations will be required.

**Registry QA and Epidemiology: HIT 265****3 credits***Prerequisites: Computer Literacy (CSC 101) and Statistical Methods for Health Information (HIT 202)***Co-requisites: None**

This course will focus on the principles of epidemiology for cancer registry management as conducted for cancer patients in health care facilities. Discussion will include descriptive epidemiology (distribution of disease within a population) and analytic epidemiology (the search for determinants of disease) as related to cancer. The course will also include instruction in cancer survival analysis and statistical inference. Quality Assurance (QA) activities and standards of a cancer registry will also be discussed in detail.

**Statistical Methods for Health Information: HIT 202****3 credits***Pre-requisites: Elements of Statistics (MTH 111), Health Informatics (HIT 110), and Healthcare Reimbursement (HIT 115) and Computer Literacy (CSC 101) or Personal Computer Applications (CIS 101).*

This course will build on the information presented in Elements of Statistics (MTH-111). The objective of this course is to target the student to the application of statistical methods in the field of Health Information Management. Specific ratios and rates directly related to the acute care medical environment will be a part of classroom discussion. Practical application of class lectures will be completed. The concepts of data presentation, computerization of statistics, and the application of this information to non-acute care medical environments will also be addressed.