UNIVERSITY OF SOUTHERN CALIFORNIA
CSP Data Collection Specialist I
Job Code: 185307

Grade: HC
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Collects, codes and transmits cancer data in full accordance with California Tumor Registry procedures. Must successfully complete tumor registrar training which will be provided. Works independently in field. Attends bi-weekly evaluation meetings with supervisor in office.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME
----- ----- Contacts hospitals to schedule visits. Submits chart request list, as needed.
Selects cancer cases by reviewing path files, medical record disease indices, radiation therapy logs or out patient registers at local hospitals.

----- ----- Records demographic data on all cancer cases from medical records. Records medical details pertinent to the diagnosis, primary site, stage and, in some cases, treatment of cancer.

----- ----- Codes the site and histology of the cancer of each case, using ICD-O, and determines the summary stage of each case, using SEER summary staging guidelines.

----- ----- Records identifying information and maintains accurate files on all cases abstracted to prevent duplication.

----- ----- Enters data from case abstractions into personal computer, using Cansur/Net software.

----- ----- Assists with special data collection projects, working from specific instructions and established procedures.

----- ----- Pulls and refiles medical records.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No ☐ Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:
Medical office

Preferred Education:
Bachelor's Degree

Preferred Experience:
1 Year

Preferred Field of Expertise:
Medical records

Skills: Administrative:
Communicate with others to gather information
Gather data
Input data
Read handwritten text
Research information
Schedule appointments

Skills: Machine:
Personal Computer

Supervises: Level:
May oversee student, temporary and/or casual workers.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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