

Frequently Asked Questions (FAQs)

FCDS IDEA User Accounts

1.) Do I need an FCDS IDEA User Account?

Yes, anyone accessing IDEA will need an FCDS IDEA User Account.

2.) How do I create an FCDS IDEA user account?

Please follow the instructions as listed below:

- a. Access the FCDS homepage at <http://fcds.med.miami.edu>
- b. Click on the **FCDS IDEA** tab
- c. Click '**Create new FCDS IDEA account**'
- d. The 'User Type Identification Screen' appears
- e. Select user role appropriate for your user account
- f. Click Continue
- g. The 'Create FCDS User Account' screen appears
 - a. Create a password
 - b. Re-enter the password to verify
 - c. Enter your email address
 - i. **Email address is required to receive your user information**
 - d. Re-enter your email address to verify
 - e. Select security question and answer
 - f. Complete demographic information
 - i. Name
 - ii. Complete mailing address
 - iii. Phone number/ Fax/ Alternate number
 - g. Verify your entries before clicking submit.
 - i. Once you click **Submit** an e-mail is generated and sent to your e-mail address.
 - ii. This email includes your assigned **User ID** and activation information.
 - iii. **You MUST respond to activate the user account.**
- h. Click on the link within the email to activate your account
- i. The IDEA log-in screen will appear
 - a. Input the username provided in email
 - b. Input the password you created during your account setup
- j. The 'Abstractor Attestation Details' dialog box appears if you chose 'Abstractor' as your role.
 - a. **Read the Abstractor Attestation dialog box carefully before checking the I Certify box.**
 - b. Click **Save** to complete attestation.
- k. An "abstractor" will have limited access until an FAA assigns them to a facility.

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3.) What is the procedure for lost or forgotten user id and/or password?

Access the FCDS IDEA page at <http://fcds.med.miami.edu/inc/idea.shtml#>

Click on the **User/Password Reset** button located bottom center of the login window.

The Forgot My Password dialog window will appear

Select correct button

The system will specific information

If the information provided is correct an email will be sent .

4.) Are multiple user accounts required for each facility I am employed?

No, a user may work for multiple facilities with their user account, by supplying specific information to the facility's Facility Access Administrator (FAA).

5.) How do I renew my FCDS User Account?

1. Log into **IDEA**
2. Go to the '**IDEA User**' menu
3. Select **Account Manager**
4. Double click in the box titled '**PASSWORD**' hit backspace and change password.
5. Repeat in the box titled '**VERIFY PASSWORD**'
6. Review your account information and correct/edit information as needed.

Your renewal will be complete.

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Facility Access Administrator

1. Who can be a Facility Access Administrator (FAA)?

The FAA must be an employee of the facility. *Facility personnel such as the Director of Medical Records, Quality Assurance, Office Manager, etc ., can be designated as the FAA.*

The FAA CANNOT BE A CONTRACTOR.

2. Which facilities are required to establish an Facility Access Administrator (FAA)?

Every Hospital, Ambulatory Care, and Radiation Therapy facility must have an FAA.

Physicians' offices and Pathology Labs do not require an FAA.

3. How do I apply for the FAA role?

Before registering as a FAA, an FCDS IDEA user account must be established.

Log into **IDEA** as usual

Go to the '**IDEA User**' menu

Select '**Add Additional Role**'

Select '**Facility Access Administrator**'

Click '**add role**'

Confirm request

Select the '**File**' menu

Click '**Close All**'

The Facility Administrator Application will appear

Double click on greyed out **Facility** within the Facility table

Enter the 4-digit FCDS facility number

Select the TAB key (the table will populate with facility's information)

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You will do this for each facility (if they share the same administration)

Now you will provide the Authoring Medical Facility Individual Information

This information is the person who is approving your designation as the facility's FAA.

Your information cannot substitute for the authorizing individual credentials.

Click the process button

A PDF copy of the Facility Access Administration letter is generated.

Print letter

Close only the window containing the letter.

Verify all documentation has printed

Click ok

A notification message will display.

Copy letter onto letterhead

You will sign and date where indicated (your name will appear beneath the signature line)

Provide letter to the authorizing personnel to sign where indicated.

Fax the letter to FCDS at 305-243-4871.

*When the user adds the FAA role, the **"FAA User Role Assignments"** menu appears under the **IDEA User Menu**; however, it will not be active for use until the user's FAA request has been approved.

4. How do I manage the user role assignments:

- If the abstractor is currently associated with the facility, the FAA will only need to renew their access using the 'Revoke/Renew' tab.
- To assign users you will request the individuals' user-id and the email address associated with their user account.
- Select the desired role for user within your facility.
- The user is now setup to begin working.

The FAA will receive an email every six months for verification of the facility personnel access.

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FCDS Abstractor Code

1.) What is an FCDS Abstractor Code?

The FCDS Abstractor Code is an alpha/numeric code (**2A3**) which certifies the abstractor is an approved State of Florida abstractor.

Every registrar/abstractor planning to work in the State of Florida is required to obtain an Individual FCDS Abstractor Code.

2.) Do I need an FCDS Abstractor Code?

The FCDS Abstractor Code Requirement has been FCDS Policy for many years and applies to every cancer registrar working in the state of Florida (CTR or non-CTR, Florida resident or out-of-state contractor, regardless of years as an abstractor).

Physician office personnel are **not required** to have an abstractor code.

Individuals hoping to acquire a NEW FCDS Abstractor Code will need to take the New FCDS Abstractor Code Exam.

Individuals with an ACTIVE (not yet expired) FCDS Abstractor Code will be required to take and pass the FCDS Abstractor Code Renewal Exam once their code has expired.

Individuals with an EXPIRED FCDS Abstractor Code will be required to take the FCDS Abstractor Code Renewal Exam each year in order to keep their FCDS Abstractor Code current and to renew their individual FCDS Abstractor Code, annually. If an individual's FCDS Abstractor Code has been expired for greater than 365 days, the individual must re-apply and take and pass the New FCDS Abstractor Code Exam.

3.) How do I obtain an FCDS Abstractor Code?

As of January 8th 2013, any individuals planning to acquire a **New** FCDS Abstractor Code or planning to **Renew** an Existing FCDS Abstractor Code must take and pass the FCDS Abstractor Code Exam.

New FCDS Abstractor Code:

[COURSE 2 - FCDS Abstractor Code Exam](#)

(20 multiple choice or T/F questions)

Renewal of an existing Abstractor Code:

[COURSE 3 - FCDS Abstractor Code Annual Renewal Exam](#)

(15 multiple choice or T/F questions).

Registration for the FCDS LEARNING MANAGEMENT SYSTEM can be found on the FCDS website at:
<http://fcds.med.miami.edu/inc/idea.shtml>

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4.) What is the content within the FCDS Abstractor Code Exam?

The content of The FCDS Abstractor Code Exam and The FCDS Abstractor Code Renewal Exam are:

- General Abstracting Knowledge
- General Abstracting Rules and Florida-Specific Rules
- Primary Site/Histology/Grade
- Stage at Diagnosis (Collaborative Stage Data Collection System and Site Specific Factors)
- Latest Rule Changes
- Treatment and Survival