

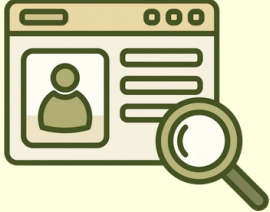




Cancer Reporting Guide

DERMATOLOGY PROVIDERS

	<p><u>DOWNLOAD APPLICATION</u></p> <p>Download FCDS IDEA Application – Windows OS Only</p>
	<p><u>CREATE AN ACCOUNT</u></p> <p>Click on the Create New User tab Select 'NO' Select User Type - Physician User (Dermatology) Fill in User Account Information Activate Account using the emailed link Log in using the emailed username</p>
	<p><u>ASSOCIATE PPID/EDIT PROFILE</u></p> <p>Request PPID from Field Coordinator - Provide <i>Full Name, NPI, License #</i> Log in to IDEA Account Find and select the PHYSICIAN tab Hover Dermatology → Select Physician Registration/Update Physician Profile Enter 12-Character PPID → Select to either Associate/Edit/Exit</p> <ul style="list-style-type: none"> • If the physician is unregistered, then a pop-up will appear to register them • Before associating PPID with a user account, make sure to verify that all contact and facility information is up-to-date • Make sure the physician email is a direct personal email not an office email
	<p><u>REPORT</u></p> <p>Log in to IDEA Account Find and select the PHYSICIAN tab Hover Dermatology → Select Dermatology Abstract Entry Select Provider from the drop-down menu</p> <ul style="list-style-type: none"> • Providers will only appear once they have been associated <p><u>Fill in all areas carefully and accurately; all areas are required.</u></p> <p>Patient Information - If SSN is not available, enter [999999999] Tumor Information - Text field cannot be left blank; enter any descriptive tumor information and/or specific treatment information First-Course Treatment Information - Enter the treatment date completed by the treating provider; leave blank if treatment hasn't taken place</p>
	<p><u>FAQ</u></p> <ul style="list-style-type: none"> • Does a provider need to report if the pathology lab has already reported? <i>Yes, both the provider and the lab need to report independently. Each source reports differently and helps improve the quality of data reported.</i> • Who is required to report? <i>All target providers with a valid FL license practicing in FL who diagnose and treat cancer. (MD, PA, APRN, ARNP, DO, etc.)</i> • What if the patient was referred out? <i>Treatment information should remain blank, and the referral should be included in the text.</i> • What if one provider diagnoses and another provider treats? <i>Two reports need to be submitted (one for each provider); one report will not have treatment information.</i> • How does a provider report if they only use Apple products? <i>FCDS is currently working on a solution. Please notify your field coordinator.</i>