






Cancer Reporting Guide

PATHOLOGY LABS

	<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 - Pathology Fill in User Account Information Activate Account using the emailed link Log in using the emailed username</p>
	<p><u>REPORTING - MANUAL SUBMISSIONS</u></p> <p>Log in to IDEA Account Single Entry Submission Click on File Uploads/Entry Hover Path Labs → Select Single Path Entry</p> <ul style="list-style-type: none"> All information marked with an asterisk (*) is required. If SSN is unavailable, enter [9999999999] Complete all 4 tabs/sections of information <p>Batch Submission – Text Tab Delimited File Click on File Uploads/Entry Hover Path Labs → Select Upload Path Data → Submit Text Tab Delimited File</p> <ul style="list-style-type: none"> Path Data Dictionary, Path File Layout, and Template available upon request Never send PHI over email 34 required fields cannot be left blank Text fields (55 - 62) must be completed accurately and without special characters to avoid structural errors
	<p><u>REPORTING - AUTOMATED SUBMISSIONS</u></p> <p>Must have an IDEA Account (Pathology) to create an SFTP link SFTP - HL7 Submission through an established secure link created by FCDS Point of Contact - Mark Rudolph (IT Manager)</p> <ul style="list-style-type: none"> HL7 specifications - NAACCR Path reporting HL7 2.5.1 requirements Before submitting the first 100 records for approval, the sender's IP Address needs to be provided to the FCDS IT Manager and whitelisted for submissions Once submission has been approved, then automation can be established (daily, weekly, monthly, quarterly)
	<p><u>FAQ</u></p> <p>What pathology labs need to report to FCDS? <i>Independent Labs, Labs in Hospitals, and Labs in Physicians' Offices that confirm an initial cancer diagnosis, second opinions do not need to be reported.</i></p> <p>What if the pathology lab has multiple locations? <i>Each CLIA that tests and confirms cancer specimens should report its data under the appropriate CLIA.</i></p> <p>What happens if a hospital has multiple CLIA? <i>CLIAs who do not test or confirm cancer specimens do not need to report, but CLIAs that do must report their confirmed cases.</i></p> <p>What happens if the <u>Single Entry Module</u> says that the lab is not found? <i>Let your field coordinator know and request a CLIA Questionnaire to verify the new lab in the FCDS system.</i></p> <p>What is the casefinding list for pathology labs? <i>Casefinding lists are updated and found in the FCDS DAM. Detailed ICD-10-CM Code List for Casefinding Reportable Tumors - Oct 1, 2024 and later encounters</i></p>