September 9, 2003

TO: Facility Administrators
FROM: Jill A. MacKinnon
   Administrative Director, FCDS
RE: Web-Based Report Access

The Florida Cancer Data System is very happy to announce the implementation of facility specific web-based reports. Each facility will have the ability to download a variety of facility specific reports pertinent to the tumor registry directly from the FCDS web site. The reports will be generated upon request and will be downloaded directly by the facility’s authorized user. The first reports to be available on-line will be the admission by facility (alpha list) and the quarterly mortality match. Additional reports will be posted to the FCDS web site as they become available.

In order to make this process as secure as possible, each facility will be assigned an account. Therefore, we are requesting that the Facility Administrator designate one individual within each organization that has authority to retrieve and view the reports. This account will enable the designated individual to access all reports for that specific facility. Each facility may have only one Web-based Report Access account and one authorized user. However, in order to avoid multiple accounts for some individuals, if web-based report access is designated to a hospital-based registrar with an existing account, the registrar’s account will be modified to allow access to the reports. An additional username/password will not be created.

In order to obtain access to the web-based reports, the facility must complete the two attached forms: FCDS IDEA User Account Request Form and a Web-Based Report Access Authorization and Account Request memo. The Access Authorization form must be copied onto facility letterhead completed and signed by the facility administrator. Only Access Authorization forms on facility letterhead will be acceptable. Both completed forms must be returned to FCDS together via mail at the address above (no faxes).

All facilities are strongly encouraged to activate their account as soon as possible because in the future, FCDS will not provide paper copies of the reports that are accessible on-line. Also, the Web-Based Report accounts are facility specific. Therefore, if the authorized individual is responsible for multiple facilities, a separate Access Authorization must be submitted for each facility.

Should you have any questions please contact me at (305) 243-4600.

cc: Registrar
TO: Jill MacKinnon  
Florida Cancer Data System  

FROM: (Name)  
(Title)  

RE: Web-Based Report Access  
Authorization and Account Request  

(Please type or print. All information is required for processing)  

Facility Name: __________________________________________  

FCDS Facility Number:__________  

I authorize __________________________________________ to access all facility specific reports from the FCDS web site for the above referenced facility. I understand the authorized individual will have complete access to all confidential data submitted to FCDS by this facility.  

The completed FCDS IDEA User Account Request Form is attached to this memo.  

I am authorized by the above referenced facility to make this designation.  

Administrator  
Signature ________________________________ Date _____________  

Print Administrator Name: _____________________________________