TO: Facility Administrators, Cancer Registrars and HIM Directors

FROM: Megsys C. Herna, BA, CTR
FCDS Manager of Data Acquisition, Quality Control and Education

DATE: September 23, 2005

RE: Web-Based Report Access- new report available (Pathology Lab reports listing)

The Florida Cancer Data System is happy to announce a new report that will be accessible from the Web-based Report Access feature currently available on the FCDS website. With this additional item, Path Lab Listing, each facility will have the ability to download the pathology lab reports listing of that facility pathology department directly from the FCDS web site. The listings will be generated upon request and will include the facility number, clia number, patient name, social security number, date of birth, specimen date, and user. Please note that non-cancer specimens may appear on the listings as reported by the pathology departments to FCDS.

In order to make this process secure, we are requesting that Pathology Lab Administrators designate one individual within each organization to have the authority to retrieve and view the pathology lab reports listing. To obtain access to the web-based pathology lab reports listing, the facility must complete two forms: FCDS IDEA User Account Request Form and a Web-Based Report Access Authorization and Account Request memo. Please visit the FCDS website fcds.med.miami.edu to view these forms.

The Access Authorization memo must be copied onto facility letterhead, completed, and signed by the facility administrator. Only Access Authorization memos on facility letterhead will be acceptable. Both completed forms must be returned to FCDS via mail at the address above (no faxes).

Should you have any questions please contact me at (305) 243-4600 or Mayra Alvarez at 305-243-4603. Thank you.