Hutchinson Community College

Cancer Registry Management Program

Student Handbook

2025-2026

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Welcome

Hutchinson Community College (HutchCC) is pleased to provide you with information regarding the Cancer Registry Management (CRM) Program. This handbook is designed to serve as a guide to information concerning the associate degree in Cancer Registry Management and the Cancer Registry Management certificate program and to student policies that are particular to these courses of study (hereafter known as “the Program”). The requirements given in this handbook apply to all students enrolled in the Program. The student should become familiar with and make plans to comply with these guidelines. Please feel free to discuss any questions or concerns with the instructors in the Program. Be sure to read through the entire handbook. This Handbook is available online at the HutchCC CRM website. All CRM students are subject to the policies in this Handbook.

Accreditation

Hutchinson Community College is accredited by The Higher Learning Commission (HLC). The Cancer Registry Management program is accredited by the National Cancer Registrars Association (NCRA). The accreditation program, which includes both the setting and implementation of standards, is conducted by the NCRA FEPRC. The FEPRC is the administrative body for the accreditation of cancer registry management programs of formal education programs at the certificate and degree level, leading to the eligibility to apply for the Oncology Data Specialist (ODS®) examination, throughout the United States and abroad.

Mission of the Cancer Registry Management Program

The mission of the Hutchinson Community College Cancer Registry Management Program is to provide a student-centered, quality educational and online training experience to enhance the employment opportunities for all students and to fulfill a need for credentialed Cancer Registry Management professionals throughout our country.

Vision

Develop tomorrow's leaders in Cancer Registry Management.

Philosophy

The Cancer Registry Management Program at Hutchinson Community College provides instruction and professional practice experiences to ensure students have the required knowledge, skills, and abilities to demonstrate excellence in their chosen field. The Cancer Registry Management Program staff is committed to providing the best possible learning environment for the student. Every effort will be made to meet the individual needs of the student within the framework of the college requirements and professional standards. Each student is expected to accept responsibility for his/her own education and to make full use of the learning opportunities offered by the College.

HutchCC Mission Statement

Expanding the tradition of excellence through learning and collaboration.

HutchCC Vision Statement

Hutchinson Community College will be the premier, two-year Kansas educational institution, delivering accessible opportunities for learning, growth and improved quality of life.

HutchCC Values

- Teaching and Learning – HutchCC empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- Integrity and Social Responsibility – HutchCC contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect.
- Service and Collaboration – HutchCC provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- Diversity – HutchCC celebrates the uniqueness of individuals, ideas, and forms of expression by supporting and listening to students and stakeholders.
- Tradition and Responsiveness – HutchCC respects tradition while examining future-focused trends to predict how conditions will change, develop innovations, and meet the mission-driven needs of our students and stakeholders.
- Leadership and Stewardship – HutchCC fosters the development of and provides opportunities for leadership within the institution and community while undertaking responsible management of resources.

HutchCC Institution-Wide Outcomes

I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
III. Demonstrate effective communication through reading, writing, listening, and speaking.
IV. Demonstrate effective interpersonal and collaborative skills.
V. Demonstrate effective quantitative-reasoning and computational skills.

Equity & Compliance

Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:

Bernadett Dillon
Academic Advisor
Title IX Coordinator
1300 North Plum
Hutchinson, KS 67501
Phone: (620) 728-8163
Email: DillonB@hutchcc.edu

Any student who has a documented learning and/or physical disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and the Americans with Disability Act) must contact the HutchCC Coordinator of Disability Services, at 665-3554, or Student Success Center, Parker Student Union. The student must have appropriate documentation on file before eligibility for accommodations can be determined.

Important Telephone Numbers

Name	Title	Telephone Number
Dr. Tricia Paramore	President of the College	620-665-3506 (ext.3506)
Mel Whiteside	Vice President of Academic Affairs	620-665-3438 (ext.3438)
Christopher Lau	Vice President of Student Services	620-665-3583 (ext.3583)
Bernadett Dillon	Academic Advisor/Title IX Coordinator	620-728-8163 (ext.8163)
Bonnie Folkerts	CRM and HIM Program, Director	620-694-2455 (ext.2455)
Denise Lovell	CRM Program Lead	620-694-2468 (ext.2468)
Becky Warman	Instructor, HIM Program	620-694-2440 (ext.2440)
Cathy Diggs	Clinical Coordinator, HIM Program	620-665-4946 (ext.4946)
Annette Kershaw	Administrative Asst., HIM/Dept 1	620-694-2456 (ext.2456)

HutchCC's long distance number is 800-289-3501 with the extension above.

Cancer Registry Management Program Advisory Committee

The Cancer Registry Management Program is under the umbrella of the Health Information Management Program. As such, the HIM Advisory Committee includes members from both the HIM and Cancer Program specialties since they are often members of the same organizational chart. These individuals are responsible for providing advice to the CRM program on current cancer registry management trends and needs of the community. They maintain a liaison function between the program and the cancer registry management professionals in the community. This group meets a minimum of twice per year. For a complete listing of current members, please inquire to one of your cancer registry management program instructors.

The Cancer Registrar

The Cancer Registry Management program is designed for persons interested in pursuing a career that combines collection, analysis, and management of accurate and complete cancer data that can be used for cancer control and epidemiological research, public health program planning, and patient care improvement.

Cancer Registrars possess the clinical and technical knowledge and skills necessary to maintain components of the disease-related data collection systems consistent with medical, administrative, ethical, and legal and accreditation requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, cancer registrars manage and analyze clinical cancer information for the purpose of processing, maintaining, compiling and reporting health information for research, quality management and improvement, facility planning and marketing, long-term follow up, cancer program development, cancer prevention and surveillance, survival data, compliance with reporting standards, evaluation of treatment results, and national cancer program accreditation.

This program provides instruction and professional practice experience to assist students in developing the technical skills necessary to become Cancer Registry Management professionals.

Student who successfully complete the Cancer Registry Management curriculum and pass 5-Core Competency exams with 70% or greater, are then eligible to apply to sit for the Oncology Data Specialist (ODS®) Examination.

Admission Criteria – Associate Degree

In order to promote student success in the Cancer Registry Management Program and in the cancer registry management profession, the program follows Hutchinson Community College enrollment criteria established as such:

a) High school graduation with a minimum cumulative grade point average of 2.5 on a 4.0 scale for the last two years of high school, or

b) Minimum cumulative grade point average of 2.5 on a 4.0 scale for a minimum of 12 semester hours of college, or

c) Satisfactory performance on the GED.

Admission Criteria – Certificate Program

a) Successful completion of a minimum of any Associate's Degree in any field or the equivalent (60 college-level credits)

b) Minimum cumulative grade point average of 2.5 on a 4.0 scale for a minimum of 12 semester hours of college

Provisional admission may be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least a 2.5 on a 4.0 scale during the first 12 credit hours.

Please refer to the College website for information about the admission process at HutchCC Admissions (https://www.hutchcc.edu/apply-enroll).

Admission Procedure

1. Submission of application to HutchCC (https://www.hutchcc.edu/apply-enroll) and required official transcripts from high school and all colleges previously attended.
2. It is the responsibility of the applicant to ensure that the documentation is complete.
3. No applicant will be considered until all required documentation has been submitted.

Readmission procedures:

A student must reapply to the CRM program if:

- He/she has previously been admitted to the CRM program and there is a lapse in continuous enrollment for one fall and spring semester.
- He/she has been dismissed from the CRM program.

The student should submit the readmission form found in Appendix 1 of the CRM Handbook. Final decision for readmission is made by the selection committee of the Cancer Registry Management Program Advisory Committee.

Course Requirements

All students in all programs must complete each course with a grade of "C" or better in order to progress to the next course and/or successfully complete any of the programs.

Graduation Requirements

The specific course requirements for the Associate in Applied Science degree in Cancer Registry Management and the certificate in Cancer Registry Management are listed under “Curriculum” in this Handbook. Please review these with your advisor to make certain you have met all the requirements for graduation. Students are encouraged to view the degree audit in their DragonZone accounts to track graduation requirements.

Fees

Please refer to the college catalog (https://www.hutchcc.edu/cost-and-fees) for a current listing of tuition and fees.

Financial Aid

Students with financial aid concerns are encouraged to talk with the Financial Aid Office (https://www.hutchcc.edu/financial-aid).

Scholarships

The Cancer Registry Management program participates in the scholarships program of the College. Speak with your advisor or visit the Types of Aid webpage (https://www.hutchcc.edu/types-of-aid#scholarships) for more information.

Sample Curriculum

Associate in Applied Science in Cancer Registry Management

First Semester Courses	Credit Hours
CS104 Computers in Healthcare	3
English Option	3
HR105 Medical Terminology	3
Social Science Option	3
BI100 Basic Concepts for Allied Health	1

Second Semester Courses	Credit Hours
BI103 Human Anatomy and Physiology**	6
HR103 Health Information Processes	4
HR107 Legal and Ethical Issues in Health Information	3
HR214 Health Statistics	2

Third Semester Courses	Credit Hours
HR212 Pathophysiology	4
HR260 Cancer Registry Structure and Management	3
HR261 Cancer Registry Operations	3
IS104 Microcomputer Applications	3
AL153 Pharmacology	3

Fourth Semester Courses	Credit Hours
HR262 Cancer Disease, Coding and Staging	4
HR263 Oncology Treatment and Coding	3
HR264 Follow-Up Data Quality and Utilization	3
HR265 Abstracting Methods	3
HR266 Multiple Primary Histology & Hematopoietics	3

Spring, Summer or Fall Semester	Credit Hours
HR267 Cancer Registry Clinical Practicum	4

Total Hours **63 hours**

**Students must meet the prerequisite for BI103 Human Anatomy and Physiology – either College Biology or BI100 Basic Concepts for Allied Health Students. Students who take BI100 must receive a C or better in the class to proceed to BI103 Human Anatomy and Physiology.

Sample Curriculum

Certificate in Cancer Registry Management

Prerequisites*	Credit Hours
BI103 Human Anatomy and Physiology**	6
CS104 Computers in Healthcare	3
HR105 Medical Terminology	3

Cancer Registry Specific Courses	Credit Hours
HR260 Cancer Registry Structure and Management	3
HR261 Cancer Registry Operations	3
HR262 Cancer Disease, Coding and Staging	4
HR263 Oncology Treatment and Coding	3
HR264 Follow-Up Data Quality and Utilization	3
HR265 Abstracting Methods	3
HR266 Multiple Primary Histology & Hematopoietics	3
HR267 Cancer Registry Clinical Practicum	4

Total Hours **38 hours**

**Students must meet the prerequisite for BI103 Human Anatomy and Physiology – either College Biology or BI100 Basic Concepts for Allied Health Students. Students who take BI100 must receive a C or better in the class to proceed to BI103 Human Anatomy and Physiology.

Certificate Prerequisite Course Descriptions

CS104 Computers in Healthcare **3 Credit Hours**

Computer use within the healthcare industry: includes computer hardware, software, databases, security, privacy, storage and other computer related systems. Focus is on health information technicians, administrative and clinical systems as well as Electronic Health Records (EHRs).

HR105 Medical Terminology **3 Credit Hours**

Elements of medical language including common abbreviations. Emphasis is placed on spelling, pronunciation, correct usage, and meaning relating to body systems, medical science, and medical specialties.

BI103 Human Anatomy & Physiology with Lab **6 Credit Hours**

Basic structure and function of the human body. Lecture and lab.

**Students must meet the prerequisite for BI103 Human Anatomy and Physiology – either College Biology or BI100 Basic Concepts for Allied Health Students. Students who take BI100 must receive a C or better in the class to proceed to BI103 Human Anatomy and Physiology.

Cancer Registry Management Course Descriptions

HR260 Cancer Registry Structure and Management **3 Credit Hours**

Description: Emphasize the purpose of cancer registration, cancer data collection, registry management, and ethics.

HR261 Cancer Registry Operations **3 Credit Hours**

Description: Overview of the systematic processes used in the daily operations of a cancer registry

HR262 Cancer Disease, Coding and Staging **4 Credit Hours**

Description: Study of the development and spread of the many types of cancer, classifying tumors utilizing globally recognized codes, and instruction on references used to assign codes for topography, morphology, and extent of disease.

HR263 Oncology Treatment and Coding **3 Credit Hours**

Description: Overview of oncology treatment and coding including nomenclature and classification systems.

HR264 Follow-Up, Data Quality and Utilization **3 Credit Hours**

Description: Cancer patient follow-up methodology and processes used to obtain follow-up cancer information regarding disease status, recurrence information, subsequent treatment, and development of subsequent primary cancers.

HR265 Abstracting Methods **3 Credit Hours**

Description: Overview of principles and application of cancer registry with practice abstracting the major primary sites, defining abstract areas, assigning information appropriately within the abstract, identifying reports containing specific information for abstracting, and reviewing current software applications used in cancer registry management.

HR266 Multiple Primary Histology & Hematopoietics **3 Credit Hours**

Description: General and site-specific coding rules for determining the number of primary diagnoses in the presence of multiple tumors and/or histologic types including rules governing the abstracting and coding of hematopoietic and lymphoid neoplasms.

HR267 Cancer Registry Clinical Practicum **4 Credit Hours**

Description: A practicum is the final step for all NCRA Accredited Formal Education Programs. It provides students in-person experiences and/or on-line activities in the technical aspects of cancer registry operations and cancer surveillance methods to complement their coursework. The practicum is based on five core competencies. These competencies are derived from the Oncology Data Specialist (ODS) exam's domains of practice. Practicum activities focus on developing skills in these critical knowledge areas. Core Competency assessments are the finals step for all practicum students. The student must achieve a minimum score of 70% on each core assessment.

Casefinding,
Abstracting, Coding, and Staging
Analysis and Data Usage
Registry Organization, Follow-Up, and Data Quality Assurance
Cancer Program Accreditation

Prerequisite: Successful completion of remaining Cancer Registry program classes. Enrollment is only by approval of Advisor.

Practicum Options

Option 1: In-Person, On-Site

Students will work with a ODS-credentialed advisor to complete on-site activities based on the core competencies [NCRA does not set the hours for these on-site activities] T*he Practicum Completion Form In-Person*: The on-site ODS will monitor, record, and verify the student's completion of practicum activities on the *Practicum Complete Form-In Person* which should be submitted to the program as proof of completion.

Before the student begins his/her In-Person experience, he/she will be required to submit a completed Health Form. Students may not assume the responsibility or take the place of employees of any of the professional practice sites. Travel and other expenses incurred are the responsibility of the student. If a student is injured, before arriving at the professional practice site, during the professional practice experience or after leaving the professional practice site he/she will be responsible for any medical care provided.

The student has the responsibility to abide by the policies and procedures of the professional practice site concerning rules and regulations; clean his/her own work area before leaving the department, no matter what the time might be; and be professional at all times. The student is required to dress appropriately/professionally for the professional practice site. Specific information regarding a dress code is included in your professional practice materials. The student is provided with a name badge that must be worn while at the professional practice site. Students are responsible for paying for any duplicate name badges.

Drug and alcohol abuse: Some facilities will require drug testing before students are allowed to attend a professional practice experience. A suspicion of alcohol or drug use may require immediate testing. If a student is asked to take a drug or alcohol test and refuses, the student will be immediately dismissed from the course without refund or recourse. A positive drug test will result in dismissal from the program. Possession, use or distribution of alcohol or controlled substances at the professional practice site will result in immediate dismissal from the course without refund or recourse and immediate dismissal from the program. Please refer to the college policy (https://www.hutchcc.edu/catalog) for more information.

Background Checks: The Cancer Registry Management program requires a background check be performed on all staff and students working at a professional practice facility. Students are responsible for any costs incurred due to background checks..

If a student is dismissed from a clinical site for any reason, he/she may be dismissed from the class, thereby receiving a failing grade in the course. The student may also be dismissed from the program.

Option 2: Virtual Practicum

Students will complete the on-line practicum activities outlined by NCRA through SEER*Educate. The college/professor will monitor, record, and verify the student's completion of practicum activities on the *Practicum Completion Form-Virtual*, which will be submitted to the program as proof of completion.

Option 3: Hybrid Practicum (In-Person and Virtual Components)

Students can complete the practicum through a combination of in-person and on-line activities. This option requires a ODS-credentialed advisor to monitor, record, and verify the completion of practicum activities on the *Practicum Completion Form-Hybrid* that should be submitted to the program as proof of completion on the practicum activities

Confidentiality

All information contained in a patient's medical or health record is confidential. Information obtained during application courses and professional practice experiences that pertain to patients, physicians or hospital business is confidential and must not be disclosed to unauthorized individuals including family and friends. Such information is discussed only to complete required assignments. Protecting the confidential information from unauthorized individuals includes proper handling of the medical records used in class, laboratory and at professional practice sites. They should never be left unattended where unauthorized individuals may have access. To disclose this information in any other instance is sufficient cause for immediate dismissal from the Program. Students may be required to sign a confidentiality statement at various professional practice sites.

Job Placement

The Cancer Registry Management program does not place graduates. However, many area facilities notify us when there are job openings in their departments. Efforts are made to notify all interested students. Job placements received are posted to the Hutchinson Community College Health Information Management Program Facebook page.

Academic Honesty

The Cancer Registry Management program does not tolerate cheating in any forms as it does a huge disservice to our students. While we truly believe this is not an issue within our program, it is important to remember this as the purpose of the program and the information provided is to learn for a career dealing with people's lives. In addition, the information you are provided is done so to help you pass a national exam. Our goal is for you to pass this national exam and cheating while learning it will not achieve that. Anyone suspected of cheating will be reprimanded according to HutchCC Academic Honesty policy (https://dz.hutchcc.edu/emp/prg/pol/polViewHB.php?hbid=1&doctype=hb#doc901).

Alcohol and Drug Free Environment

Please refer to the College website for the Alcohol and Drug Free Environment Policy (http://www.hutchcc.edu/catalog/policy/?id=36).

Attendance

Please refer to the College website for the additional information about the Attendance Policy (http://www.hutchcc.edu/catalog/policy/?id=4).

On-campus students are expected to attend and participate in all classes. In the event a student must miss a class, for whatever reason, that student is expected to call or email the instructor of the course as soon as possible to explain the absence. Telephone numbers are given in each Instructor Information page.

Attendance is taken in all on-campus classes. After three absences in a three-credit hour course (2 in a 2-hour course) a notice of "irregular attendance" may be mailed to the student from the College. Continued absences may result in the student being dropped from the course. However, if the student has a valid excuse, this will be noted in the attendance record. Students who take weekend or evening classes should call the HutchCC Operator at ext. 3500 to leave a message for the instructor, or call the instructor at the number provided or send an email to the email address provided on the Instructor page.

Online students are expected to submit their assignments to the instructor within the required time period. Online students may be sent a notice of irregular attendance at the discretion of the instructor if they do not submit assignments within a reasonable period of time or do not log on for extended periods of time.

Attendance during the In-Person experiences is mandatory. Never be late to a professional practice site. If the student is unable to report for the In-Person experience due to illness or emergency, he or she must notify the professional practice site and the Clinical Coordinator prior to the scheduled starting time, except in extreme emergencies. Failure to report to your professional practice site could result in failure of the course. Any absence must be made up at the convenience of the professional practice site so that the student may fulfill the requirements of the professional practice experience.

Student Responsibilities

Please refer to the College website for additional information about Student responsibilities (http://www.hutchcc.edu/catalog/policy/?id=28).

Students are expected to be in class on time, ready to work with all assignments completed. Students are expected to be courteous to other class members as well as the instructor. Do not interrupt the speaker, be it the instructor, a guest speaker or another class member. Do not whisper to others during class. Comments, ideas, and questions should be shared with the class. It is the responsibility of the student to ask questions as needed and to meet with the instructor for additional help during the semester. On-campus students are expected to clean their work areas when completed. Remove personal belongings and trash and replace chairs under the desk. Students are expected to clean their work spaces at any professional practice site they visit and be respectful of the site's rules and regulations.

Online students are expected to submit assignments and tests by the due date designated by the instructor. Online students must be courteous to each other during the discussion forums; if not the post may be deleted by the instructor.

Some instructors assign group work. Please be courteous to your classmates and arrange to meet them on-line and share the workload of any group assignment appropriately.

Late Policy

The instructors in the Cancer Registry Management program at Hutchinson Community College believe all coursework is a valuable learning experience. When coursework is missed or late, the value of this learning experience decreases. Instructors also understand how important it is for students to complete all items in each course as students will be tested over the information on their national credentialing examination. All coursework must be complete and submitted in its entirety as no partially complete work will be accepted for a grade. Students who know they will be absent when coursework is due are expected to complete the work prior to being absent. In the event of an unexpected absence that could not be pre-arranged, students are expected to contact their instructor as soon as possible to arrange for the work to be submitted. Failure to communicate with the instructor will result in a zero on the coursework. When coursework is submitted late, a one letter grade deduction will immediately be applied prior to grading the coursework. For every week thereafter, an additional letter grade deduction will be applied. In all Health Information Management courses, points for late discussion posts will not be issued.

Evaluations

Assignments, Examinations, Quizzes

Assignments

Assignments are due on the date and time specified by the instructor. Unless otherwise specified, late assignments will be accepted until the beginning of the next class period, and the grade for that assignment may be lowered as designated by the instructor on the Instructor Information page for that class.

Online students will be given a time period in which to turn in assignments.

Examinations-Quizzes

Students must take examinations at the scheduled time. Examination schedules are given well in advance and it is the student's responsibility to be ready to take the exam. If a student is unable to take the test at the scheduled time, the student must notify the instructor prior to the scheduled exam time by calling or emailing the instructor with a message to explain the reason for missing the test. However, the instructor may require that there be no make-up examinations except in extreme emergencies. Students must take the exam before the next class period or risk lowering of the test score as designated by the instructor for that class. Scheduling the make-up exam with the instructor is the student's responsibility. When a student fails to notify the instructor of the reason for missing the test prior to the exam time the student may be allowed to take the exam before the next class period and the grade may be lowered as designated by the instructor. Grades for exams taken after the next class period may be lowered as designated by the instructor.

Online students will be given a time period in which to take exams and quizzes. Variations from the time period may result in a lowering of the grade as designated by the instructor for that class. Online students should not wait until the last day to take the exam just in case the student is unable to take the exam. Online exams are generally open for an extended period of time.

Final Examinations

Online students will be given a specified period of time and duration in which to take the final exam.

Grading System

Please refer to the College website for information about grades and GPA (http://www.hutchcc.edu/catalog/policy/?id=13).

Unless otherwise noted, the grading scale for the Cancer Registry Management Program is as follows:

- 94 - 100 = A
- 88 - 93 = B
- 82 - 87 = C
- 75 - 81 = D
- 0 - 74 = F

A grade of C or better is required in all classes in order to graduate from the program. If a student receives a D or F in two core Cancer Registry classes in the same semester, they may be removed from the program and will need to reapply. Students may be allowed only one retake for any class with an HR prefix. If a student withdraws from a course, that enrollment will not count against them. The student may appeal the decision to the HutchCC HIM/CRM Program Director.

Complaint Process

Hutchinson Community College strives to provide the highest quality service to all stakeholders; concerns may periodically occur that lead to a complaint about a college policy, procedure, or employee's action.

If an individual believes he/she has been treated unfairly with regard to a college or program policy, procedure, or by an employee's action, the college/program recommends that the individual first attempt to informally resolve the concern by direct communication with the college personnel involved. If resolution is not reached, the individual should contact the Program Director, Bonnie Folkerts who will provide them with information if they choose to file a formal complaint with the college.

As an NCRA program, students should be made aware you may also file a complaint with NCRA/FEPRC using the information below:

NCRA
FEPRC Administration
1330 Braddock Place, Suite 520
Alexandria, VA 22314
703/299-6640 X314
Complaint information to include:
Student name, mailing address, city, state, zip, phone number, email address
Name of institution, title of accredited program
Name of Faculty/Instructor
Name of Program Chair/Department Head
Mailing address, city, state, zip, phone number, email address
Nature of complaint
Supporting document included
Signature of student submitting report

Professional Associations

The National Cancer Registrars Association (NCRA) (http://www.ncra-usa.org/) is the professional organization representing cancer registry management professionals. Students enrolled in HR260 are charged a $55.00 course fee that is used to pay for his/her NCRA student membership. Students will be directed to the appropriate application during HR260 class to complete the membership. Student membership in this organization is mandatory, as many assignments require the student to utilize the NCRA website.

It is the student's responsibility to maintain his/her membership in NCRA during the course of their studies in the Cancer Registry Management program after the conclusion of the HR260 class.

Appendix 1

Hutchinson Community College
Cancer Registry Management Program
Readmission Form

Name _____ Student ID#_____
Address_____
Email_____
Day telephone_____

Reason(s) for leaving the CRM Program
_____
_____
_____
_____

Reason(s) for GPA less than 2.5
_____
_____
_____
_____

What would you do differently to ensure success in the CRM Program:

_____
_____
_____
_____

CRM Use:

GPA in required CRM program courses: _____

Readmission form reviewed by:

_____
_____
_____

_____ _____

Name Date

Decisions and recommendations by the selection committee:

_____
_____
_____
_____

Hutchinson Community College
Cancer Registry Management Program
Peel Allied Health Center
1 West Ninth Avenue
Hutchinson, KS 67501
(620) 694-2455 or (620) 694-2468
Fax: (620) 694-2490

Appendix 2: Health Forms

Name _____ Date of Birth _____
Address _____ City _____ State ___ Zip _____
Email _____ Phone _____ Student ID# _____
Health Insurance: Yes ____ No ____ Company/Policy # _____
Do any blood relatives have: Asthma ____ Diabetes ____ Kidney disease _____
Cancer ____ Hay Fever ____ Heart disease ____ Mental illness ____

Health History

Have you ever had or do you have any of the following?

Condition	Y	N	Condition	Y	N	Condition	Y	N
fainting/dizziness			epilepsy			kidney disease		
abnormal fatigue			severe headaches			liver disease		
Unusual weight gain/loss			chest pain/heart condition			urinary tract infection		
malignant tumor			chronic cough			venereal disease		
benign tumor			High blood pressure			amputations		
anemia			shortness of breath			back injury		
allergies			varicose veins			arthritis		
mental/nervous disorder			stomach/duodenal ulcer			eye injury/disease		
head injury			diabetes			any surgical procedure		

Describe any of the conditions above marked yes:

_____

_____

If any of the conditions above are marked yes, do you need accommodations from the college to allow you to have equal access in the clinical setting? Yes_____ No_____

Physical Examination
(completed by physician)

On examination do you find any abnormalities:

Condition	Y	N	Condition	Y	N	Condition	Y	N
Head			Chest			Circulatory System		
Ears			Breasts			Extremities		
Hearing			Lungs			Lymph System		
Eyes			Heart			Hernia		
Nose			Abdomen			Hygiene		
Throat			Bones, Joints, Muscles			General Appearance		
Neck			Neurological System			*Rectal/Pelvic		

*Not required unless indicated by health history

Height _____ Weight _____ Blood pressure _____ Pulse _____

List all current medications: _____
_____

After this examination, do you believe the health history, physical examination, and psychological impressions qualify this student to undertake training in health care institutions?
Yes _____ No _____

Remarks:

Signature: _____ Date: _____

All records submitted to the college are kept confidential. They become the property of Hutchinson Community College. This report will not be given to any third party without the written consent of the student.

Hutchinson Community College
Health Information Management program
Immunization Record

Student Name_____

Please document the following items:

1. Tuberculosis screening (required within last 12 months)

   Date_____ Results_____

2. Measles _____ no verification required – born before 1957
   _____ serologic evidence of immunity
   _____ documentation of 2 MMRs

3. Mumps _____ no verification required – born before 1957
   _____ serologic evidence of immunity
   _____ documentation of 2 MMRs

4. Rubella _____ no verification required – born before 1957
   _____ serologic evidence of immunity
   _____ documentation of 2 MMRs

5. Varicella _____ individual states a positive history of chicken pox/herpes zoster
   _____ documentation of 2 doses of varicella vaccine
   _____ positive varicella titer (date)_____
6. Hepatitis B _____ documentation of 3 doses of hepatitis B vaccine
   Date #1_____
   Date #2_____
   Date #3_____
   _____ Signed declination/refusal of vaccinations statement
7. Tdap (DPT) _____ documentation of **one** booster dose of **Tdap**
   vaccine within last 10 years. Date given_____
   --or—
   documentation of TD if given in last two years. Date given_____.
   Needs Tdap at 2-year anniversary.
   --OR—
   Tetanus / Diphtheria within last 10 years, if over age 64.
   Date given_____

8. Transmissible Infections_____ individual states no known infection as of _____(date)
9. Influenza vaccine (if required by facility) _____ (date)
10. COVID-19 vaccines (if required by facility) _____ (dates)

Completed by _____ Date _____

Agency_____ Phone _____

Address_____

_____ _____
Student Signature Date

_____
Print Name

Hutchinson Community College
Health Information Management Program

To be read and signed by the student: (This must be notarized)

I acknowledge that Hutchinson Community College, hereinafter referred to as “the College”, does not carry health insurance to cover me, and that neither the College nor any of its affiliations is responsible for health care provisions or costs in the case of any injury or the exposure to or infection with a disease while I am participating in program-related activities. I hereby waive and release the College and the affiliating agencies from any and all claims or responsibility for any such injury or exposure and/or insurance and hospital or health insurance benefits for health care services.

_____ _____
Student Signature Date

Subscribed and sworn before me this _____day of _____, _____.

My commission expires: _____

Notary Public: _____

Last Handbook Revision: 10.2.2025