

# Cancer Registrar

## Job Code: 6308

Facility: Grace Hospital, Morganton NC

Department: Grace-Oncology (0090589500)

- Full Time - 8:00 am to 4:00 pm with possibility of early or late hours

- 1st Shift

- Associate Degree

- Computer Training / Experience

- Medical Terminology training/experience

Salary: \$15.45 min to \$23.18 max

**SUMMARY:** The Cancer Registrar is responsible for performing duties required to identify, register and maintain data of all cancer patients in order to operate an effective computerized cancer data management system utilizing ERS software. Data analysis and dissemination of information in accordance with professional ethics, HIPAA and American College of Surgeons requirements is also necessary. Performs other duties as assigned.

### **QUALIFICATIONS:**

**Education:** Associate or Bachelors degree required; **Certified Tumor Registrar (CTR) required.**

**Experience:** None required; medical records background helpful.

**Other:** Must have basic knowledge of anatomy, physiology, medical and surgical terminology. Aptitude for working with statistics and other detail work. Must have experience with Microsoft Office. Must be able to work with minimal supervision, develop and maintain working relationships with physicians, department members, and others concerned with cancer registry activities.

**TYPICAL PHYSICAL DEMANDS:** Requires corrected hearing and vision to normal range, manual dexterity and eye-hand coordination. Must possess full range of body motion including bending, stooping, standing and sitting for prolonged periods of time. Must be able to discern color, possess written and verbal communication skills and carry up to 50 pounds.

APPLY ON LINE AT: [www.blueridgehealth.org](http://www.blueridgehealth.org)

Contact: Cindy Cross

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