



## Arizona Cancer Registry

### Data Submission Form Instructions

#### General Information

The Data Submission Form must be completed by the facility if submitting any hard copies through the mail to the Arizona Cancer Registry (ACR). Information may be entered electronically on the form or a facility may also choose to print the form and complete by hand.

#### Instructions for Hospital Staff

Complete the left-hand side of the top section. The right side of the top section will be completed by an Arizona Cancer Registry (ACR) staff member.

The following fields all have specific instructions associated with them:

- Date Sent
- Items in the “Submitted” and “Number of Items” columns
- Other Items

The instructions become visible on the bottom left side of your screen when you click in the field. In order to see the instructions, select “Normal” or “Print Layout” from the “View” menu in Word. In order to keep the format of the document, it is better to move through the document using the “tab” key or the “arrow” keys. For example, once you enter the “Facility Number” select the “tab” key to move to next entry item.

Using the drop-down lists in the “Submitted” column, indicate whether each of the listed items is contained in the packet you are sending to the ACR. Indicate the number of forms, etc. in the “Number of Items” column. The maximum number for each item is four (4). Rows 3-7 at the bottom of the table are for describing any items you are submitting that are not listed in rows 1-2.

#### Instructions for ACR Staff

The fields “Date Received” and “Date Returned” have specific instructions associated with them.

Match the number of each item indicated on the form with the packet’s contents. Contact the hospital registrar concerning any discrepancy.

The Data Submission Form needs to be e-mailed back to the facility registrar as proof of receipt.