



LTR QUALITY CONTROL REMINDERS

DOUBLE CHECK	NAME, ADDRESS, SSN, DOB	<ul style="list-style-type: none"> • Check spelling • Look in several places w/ in chart
If Different Names Used	DOCUMENT 2ND NAME IN ALIAS— <i>Lname(space)FName</i>	<ul style="list-style-type: none"> • Compare chart name w/ path name
LOOK UP	PARISH CODES	<ul style="list-style-type: none"> • Use LA City/Parish Lookup File
DOCUMENT	RACE, ETHNICITY, SEX, FOREIGN RESIDENT'S COUNTRY OF ORIGIN	<ul style="list-style-type: none"> • In PE w/ overflow to RE-MARKS
DOUBLE CHECK	<u>ALL</u> KEYED DATES	<ul style="list-style-type: none"> • Review for accuracy, consistency & logic
DOUBLE CHECK	LATERALITY & PRIMARY SITE	<ul style="list-style-type: none"> • Review for accuracy & consistency • Document in text
DX DATE	1ST DX OF CANCER BY MD— <i>may be clinical dx using ambiguous terminology</i>	<ul style="list-style-type: none"> • Review scans, US, MMG, PE, H&P, Lab tests, etc
REFERENCE	AMBIGUOUS TERMINOLOGY LIST	<ul style="list-style-type: none"> • For determining correct Dx Date • For new MP/H & new data items
LOOK UP	GRADE	<ul style="list-style-type: none"> • Site-specific grading systems differ from general grading table
LOOK UP	ALL Collaborative Stage/ Site-Specific Factor CODES	<ul style="list-style-type: none"> • CS/SSFs differ from site to site
UNK PRIM	IF <u>ONE SPECIFIC CA SITE ID</u> BY: <ul style="list-style-type: none"> • IHC STAINS • MDs D/C DX 	<ul style="list-style-type: none"> • Code to that “specific ca” site
<i>Document!</i>	<i>Document, DOCUMENT!</i>	<i>DOCUMENT!</i>