

Steps Toward Achieving Accreditation

The Commission on Cancer (CoC) has defined the following steps to help guide your cancer program toward CoC Accreditation. We are here to help your facility as it works toward this level of program recognition. If at any time during this process you have questions, you may contact Karen Stachon, Cancer Program Advisor, at kstachon@facs.org.

- **Complete the New Program Information Form.** Submission of this form notifies the CoC of your cancer program's interest in pursuing accreditation. It also gives your program access to key communications from the CoC. This form can be accessed at the following link: <http://www.facs.org/cancer/coc/startform.pdf>
- **Make the decision to seek CoC Accreditation.** Have your programs' board of directors, facility administrators, medical staff, task force, or committee members review the CoC's *Cancer Program Standards 2012, Ensuring Patient-Centered Care* and make the official decision to move forward toward CoC Accreditation.
- **Form a cancer committee.** Appoint a member responsible for developing the agenda, meeting schedule, recording minutes and other deliberations.
- **Appoint a cancer liaison physician to act as physician champion.** The physician champion's role is to provide leadership and direction to establish, maintain, and support the facility's cancer program. The appointment process is outlined on the CoC's Web site which can be accessed at the following link: <http://www.facs.org/cancer/coc/clpappoint.html>
- **Develop a checklist.** Review the 12 eligibility requirements and required documentation to track compliance for all 34 standards.
- **Establish a cancer registry. This should include** two years of abstracted data as well as one year of successful patient follow-up using CoC standards and current coding instructions to describe all reportable cases.
- **Complete the application** as prompted. Pay the application fee.
- **Sign the HIPAA Business Associate Agreement.** After your program is released and in preparation for initial survey, your cancer program staff is provided password-protected login to access the CoC Datalinks Web portal to sign the HIPAA Business Associate Agreement. You may preview these materials at the following link: <http://www.facs.org/cancer/coc/hipaa.html>

- **Undergo a required pre-survey consultative visit.** A CoC-trained consultant will thoroughly evaluate your cancer program, rate compliance with each standard, and define areas for improvement prior to an initial CoC survey. CoC Consultant fees will apply. A list of CoC-trained Consultants can be found at www.facs.org/cancer/coc/ctrconsultant.pdf.
- **Review of pre-survey.** CoC staff will review the consultation results and determine cancer program readiness to move forward for CoC survey.
- **Complete key information required for survey.** This includes contact staff, the Survey Application Record (SAR), and submission of data to the CoC's National Cancer Data Base.
- **Define timeline.** The CoC works with your cancer program to match your program with a physician surveyor. Once matched, the physician surveyor will contact your cancer program to negotiate a date for survey and plan the visit.
- **Fee of the Survey.** You will be invoiced for the survey fee the month prior to the scheduled survey date and will have 30 days to remit payment to the CoC.
- **Following the survey visit,** the surveyor will submit the findings to the CoC. CoC staff will perform a second evaluation and prepare a performance report of survey results that is available through CoC Datalinks approximately six weeks following the survey.

For more information and to access tools, resources, best practices designed to assist your program in compliance with standards, information on the benefits of CoC Accreditation or becoming a CoC-accredited cancer program **access the CoC Web site at the following link:** www.facs.org/cancer/index.html.

OR

Contact Karen Stachon, Cancer Program Advisor at kstachon@facs.org or at 312/202-5191.