

2011

To: Staff at CoC-Accredited Cancer Programs

From: Commission on Cancer (CoC)

Re: CoC Datalinks User Request Form



*A multidisciplinary program of the
American College of Surgeons*

CoC Datalinks User IDs and Passwords are assigned *per user* rather than per facility. When adding new users to the CoC Datalinks system, the Commission on Cancer must be confident that they are legitimate employees of CoC-Accredited Cancer Programs.

Please note that Cancer Liaison Physicians (CLP) are not required to complete this form and will be given CoC Datalinks access automatically upon appointment.

To add a CoC Datalinks user, please complete the following steps:

1. Complete the request form below, writing clearly and legibly.
2. Make sure to provide the new user's email address. This email address must be a business/facility email address.
3. If the new user is replacing a current CoC Datalinks user, please indicate this by filling out the last lines in section 2 of the form.
4. The form must be signed by the Cancer Program Administrator, Hospital Registrar, or the Cancer Committee Chair. **The form cannot be signed by the new user, regardless of his or her position.**
5. Fax the form on facility letterhead to 312/202-5009. **Forms not submitted on facility letterhead will not be processed.** You may also scan and email the form to CoCDatalinks@facs.org.

Datalinks Roles are defined as such, with "Access" indicating editing capability:

Cancer Program Administrator: Access to all Datalinks applications; cannot submit NCDB data

Cancer Committee Chair: Access to all Datalinks applications; cannot submit NCDB data

Hospital Registrar: Access to all Datalinks applications

Hospital CoRegistrar: Access to all Datalinks applications

Datalink Contact: Access to all Datalinks applications; cannot submit NCDB data

NCDB Tools User: Access only to NCDB reporting tools

When you submit the attached form, please note that you are also agreeing to the following:

- ✓ In the event of the termination of a user, it is the responsibility of the user or cancer program leadership to contact the CoC at CoCDatalinks@facs.org so we may immediately inactivate the user. Please note that when you update contact information for the facility or staff in CoC Datalinks, the CoC internal records are not automatically updated. Please email CoCDatalinks@facs.org with all staff changes.

Your request will be processed within two business days of receipt of the authorized request form. The new user will receive an email notification containing his/her log in information. If they do not receive this email, please notify us at CoCDatalinks@facs.org.

If you have any questions, please do not hesitate to contact us at CoCDatalinks@facs.org.

Thank you.

CoC DATALINKS USER REQUEST FORM

This form ***MUST*** be printed on your cancer program or facility letterhead and faxed to 312/202-5009, or emailed to cocdatalinks@facs.org.

SECTION 1 – FACILITY INFORMATION

Facility ID Number (FIN): _____ Facility Name: _____

SECTION 2 – NEW USER INFORMATION

Name: _____ Credentials: _____

Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email Address (required): _____

Name of staff this new user is replacing (if applicable): _____

Should this staff member's Datalinks access be removed for your facility?

(Please circle one) Yes / No

*If NO, please specify the new role _____

SECTION 3 – ACCESS TYPE

This person should be listed in the CoC database as (please select **one**): * indicates 1 role per facility

- Cancer Program Administrator*
- Cancer Committee Chair*
- Hospital Registrar*
- Hospital CoRegistrar
- Datalink Contact
- NCDB Tools User

I have read the attached information and agree to the aforementioned specifications and implications related to adding the above individual as a new CoC Datalinks user.

Name (please print): *Cancer Program Administrator / Cancer Registrar / Cancer Committee Chair*

Signature: *Cancer Program Administrator / Cancer Registrar / Cancer Committee Chair*

Please direct questions to Steffanye Hawbaker at cocdatalinks@facs.org, 312/202-5481, FAX: 312/202-5009