Chapter 18: The Facility List

The Facility List contains information about health facilities and other organizations that collaborate with the cancer registry. The list includes the registry itself, organizations that provide data to the registry, and those receiving data or other information from the registry. Each organization is uniquely identified by a Facility ID. The list is referenced throughout SEER*DMS to set hospital and other facility-based data fields, track sources of data, manage abstracting assignments, and to identify a follow-back facility.

You can use the Facility Manager to view or modify the facility list. The Facility Lookup, available throughout the system, can be used to select a facility when editing a data field. If you have the appropriate permission settings, you can add or modify facilities using either the manager or the lookup. Batch updates to the facility list may be made using Mass Change Imports. Mass Change imports are fully documented on the Imports help page in SEER*DMS.

Three system permissions control access to the Facility List: *facility_add* (create a new facility), *facility_edit* (modify facilities), and *facility_view* (read only access to facility data).

In this chapter, you'll learn about

- Accessing the Facility List
- Adding or Modifying a Facility
- Data Items for SEER*DMS Facilities
    - Name, Type, and Standard Identifiers
    - Comments
    - Active Flag and Inactive Date
    - Contact Information
    - Facility Information
    - Hospital Information
    - Facility Affiliations
    - Casefinding Contacts
    - Facility Identifiers
    - Registry-defined Fields
- Database Tables related to the Facility List

Accessing the Facility List

Requires system permission: *facility_view*

To view a list of the facilities defined in SEER*DMS, select **View > Facilities**. Your user account preferences determine whether all facilities are shown or if inactive facilities are filtered out by default. Use the filters to find a specific facility or to view a list of facilities meeting specific criteria. Instructions for using the filters are provided in *Chapter 3: Using SEER*DMS*.

The data columns shown in the Facility Manager are listed below; other fields that are available as filters or in the Facility Editor are described in the remainder of this chapter. There are four tabs in the Facility Manager. These tabs provide different views of the facility list.

- Facilities Tab – This is the standard view of the facility list. One row is shown for each facility. The filter settings determine which facilities are shown.

- Registry Fields – Registry-defined fields are created by registry staff.   When you create a field, a value does not need to be provided for every facility. Facilities with one or more registry-defined fields are shown on the Registry Fields tab. One row is shown for each facility and field.
- Facility Identifiers – A facility may be referenced in data submitted by another facility. Facility Identifiers are codes used by other organizations to refer to the facility. There may be multiple lines for a facility on the Facility Identifiers tab. One row is shown for each code used in data to reference the facility.
- Filters – The filters tab shows a list of saved filters.

The following columns are shown in the Facility Manager.

- **T** – Type of facility (see the list of icons provided below).
- **ID** – A unique Facility ID assigned when the facility was added to SEER*DMS. "FAC" is used as a prefix for facility IDs. To view a snapshot of the facility's information, click the information icon ⓘ next to the ID. To open the Facility Editor, click the ID.
- **Name** – The name of the facility.
- **NPI** – National Provider Identifier, if available.
- **Address** – The street, city, state, and postal code designated for the facility.
- **Reg** – The value of region assigned to the facility. This column is only displayed if your registry supports multiple regions.
- **Phone** – The phone number and extension provided for the facility.
- **Area** – In or Out of area. The definitions of "in area" and "out of area" are determined by registry policy.
- **S** – The status field indicating whether the facility is active or inactive (the two icons used to indicate status are shown below).

The **T** column displays each facility's Type.   Facility Type may be used by SEER*DMS in auto-build, auto-coding, and AFL auto-create algorithms.   The use of this field varies by registry.   The types currently used in SEER*DMS are listed in the table below.

Icon	Facility Description
CLN	Clinic
DEO	Data Exchange Only
DER	Dermatology Center
MD	Doctor's Office
END	Endoscopy Center
HEM	Hematologic Oncology Center
HC	Hospice Care
HOS	Hospital
LAB	Laboratory
ME	Medical Examiner
MSC	Multi-specialty Clinic
NH	Nursing Home
ORG	Organization
OTH	Other Facility
RAD	Radiation Therapy Unit
SUR	Surgical Center
TX	Treatment Center

Icon	Facility Description
URO	Urology

The **S** column displays the Status of each facility:

✅ Active

❎ Inactive

Use the Page links to move through the list or use the Filters to search the list.

Adding or Modifying a Facility

Requires system permission: *facility_add* or *facility_edit*

Facilities are typically added or modified using the Facility Manager (accessed from the **View > Facilities** menu). Facilities can also be added or modified while editing data or using other parts of the system. The Facility Lookup 💡 is used throughout SEER*DMS to set fields in Patient Set and other data. If you have the appropriate permissions, you can add or modify a facility while using the lookup. In the Facility popup, **Add** will be listed in the **Actions** menu if the user has the *facility_add* permission; an **edit** link will be shown for each facility if the user has the *facility_*edit permission.

*To add or modify a facility in SEER*DMS:*

1. Select **View > Facilities**. Or if you are editing record or Patient Set data, click the lookup icon 💡 next to a facility data field.

2. To modify a facility, use the filters to search the list. If you are in the Facility Manager, click the facility ID to open the editor (to open the editor in the lookup, click the edit link).

3. If you are creating a new facility:

   a. Select **Actions -> Add** (only available if you have the *facility_add* permission).

   b. If your registry requires a specific Facility ID for this facility, enter it into the **FAC-ID** field. Otherwise, an ID will be auto-generated when the new facility is saved.

   c. Enter **Facility Name** and select the appropriate **Facility Type**. **Active** will be set to Yes by default. These fields are required.

   d. **Primary, Alternate and Casefinding Contacts**. SEER*DMS will only allow you to select persons in the Contact List who are designated as an affiliate of the facility. No contacts in the Contact List could possibly be affiliated with this facility because the facility has yet to be saved. Therefore, you cannot specify primary, alternate, or casefinding contacts at this time. Once the facility is saved, you may designate people in the Contact List as affiliates of this facility (see *Chapter 19: The Contact List*). You will then be able to set the facility's contact fields. The facility's contact fields are not used by SEER*DMS, but are available here for your convenience when contacting the organization.

   e. Set the facility's **Region**, if appropriate for your registry. The facility's region is used to set the region field in records from the facility.

4. Set the appropriate values for other fields in the Facility Editor. The fields and the way in which they are used in SEER*DMS are discussed in the remaining sections of this chapter.

5. Click **Save** to create the new facility.

Name, Type, and Standard Identifiers

The first section of Facility Editor includes the name of the facility, facility type, and standard identifiers used for medical facilities. These fields and their use in SEER*DMS are described below.

FAC-ID — This is the SEER*DMS Facility Identifier that is stored in a FAC-nnnn format. This is the "display" ID shown for facility data fields throughout SEER*DMS.

For many registries, SEER*DMS auto-codes facility fields in records by comparing the value in the data file to SEER*DMS Facility IDs. In some registries, the value in the data file is compared to the numeric portion of the SEER*DMS Facility IDs. Each registry must determine whether it is appropriate to use the numeric portion of the SEER*DMS Facility Identifier in auto-coding algorithms. It should only be used if the registry maintains its own abstracting tool and uses the same identifiers in both the abstracting tool and SEER*DMS; or the organizations who send data use the same identifiers as are used in SEER*DMS.

Name — The facility name is used in follow-back letters and other correspondence, and it is a primary search field used by SEER*DMS users when they use a lookup to set a facility data field. Facility Name may also be used to auto-code record fields when FIN and other standard identifiers are not provided in import data. For example, the facility name is provided by some vendors in HL7 data fields. SEER*DMS will match the name in the HL7 field against the facility names stored in the Facility List. The SEER*DMS Facility ID will be auto-coded if a single match is found and that match is an active facility. There is significant variation in auto-coding algorithms across registries. Please refer to the Polisher help page to review the algorithms used by your registry.

Type — Facility Type is a required field that may be used by SEER*DMS in auto-build, auto-coding, and AFL auto-create algorithms. The use of this field varies by registry.

FIN — The Commission on Cancer (CoC) Facility Identification Number (FIN) is a standard identifier used to code facility data fields. SEER*DMS will auto-code a facility data field to the SEER*DMS Facility ID based on the FIN number, if available.

NPI — The National Provider Identifier is a standard unique identifier for health care providers. NPI data are stored in the NPI Registry maintained by the US Department of Health and Human Services. Medical organizations may be identified by NPI values in data files submitted to the registry. SEER*DMS will auto-code a facility data field to the SEER*DMS Facility ID based on the NPI value submitted in abstracts and other data.

If there is a conflict between the FIN and NPI, registry-defined rules determine whether one ID is given priority or a manual task is created to review the data. These rules are documented on the Polisher help page.

NPI Date — The date that the NPI Registry was last updated for this provider. This date is not used by SEER*DMS. Registry staff may use this field in order to maintain complete and current NPI values.

Comments

Registry managers will determine the type of information documented in the facility comment field. The comment may be used as a search field in lookups and the Facility Manager; comments may also be included in registry-defined reports.

Active Flag and Inactive Date

SEER*DMS Facilities are permanently maintained in the database because the Facility ID may have been used to code a data field. You cannot delete a facility, but you may set it to inactive.

Some system and registry processes may be restricted to active facilities. For example, registries may prohibit the use of inactive facilities in letters or auto-coding. A preference in your user account gives you the option of hiding inactive facilities, by default, in lookups and the Facility Manager.

The Inactive Date is only shown if the Active box is not checked. The Inactive Date is set to a default value of today's date if the facility is deactivated in the Facility Editor. The date may be modified to reflect the date that the facility officially became inactive due to a closure or merger. The Inactive Date is not automatically set when the Active flag is modified via Mass Change Imports. If a value is required then it should also be updated in the Mass Change File.

SEER*DMS allows you to enter the ID of an inactive facility in a data field. However, registry staff may create edits to prevent you from using an inactive facility or to warn you when one is used in a data field.

Contact Information

The use of the **Primary** and **Alternate Contact fields** varies by registry. For example, one registry's algorithm automatically changes the Follow-back Need recipient from blank to the facility's primary contact. Use the lookup to find and select the contact. You will be able to select from entries in the Contacts table which are affiliated with this facility (see the *Facility Affiliations* section of *Chapter 19: The Contact List*).

The facility's phone number, fax number, email address, Web address, postal address, county, and geographic coordinates may be maintained in the Facility List. The phone number, fax number, and postal address are included in SEER*DMS mail merge data files. The other fields are not used by SEER*DMS, but may be used by external programs and reports maintained by the registry.

A field to define **Region** will be displayed if your registry supports multiple regions. This field facilitates the searching of the Facility list in lookups and may be used by registry programs that create lists or letters. A facility's region may be used in system polishers and import algorithms. For example, the region field in a record may be based on the region of the reporting or import facility.

Facility Information

Out of Area - This field may be used to identify organizations that do not serve the catchment area or to track other boundaries of interest to the registry. The use of this flag varies by registry. In some registries it is used by a polisher to set the local reportability flag. Other registries use it in auto-consolidation or AFL algorithms.

Under Contract – defines whether the organization has a contract with the registry. For example, the hospital may contract the registry to provide abstracting services. This field may be used in auto-build, AFL, and auto-coding algorithms.

VA Flag – The CTC Restricted Release flag is a field stored in the CTC table and displayed on the main CTC page in the Patient Set editor. This field may be used by system and external extracts to exclude restricted data. In the past, the CTC Restricted Release Flag was written to the SEER

Submission Extract so that the SEER*Edits software could calculate frequencies based on the flag (the SEER program stopped collecting the VA frequency report in 2016).

The algorithm used by the polisher is based on the value of the VA Flag for facilities with admission data in the CTC.

- **Not a VA Facility –** the facility is not a Veteran's Administration (VA) Facility.
- **VA Only Facility** – the facility is a VA Facility.
- **Does not Override VA** – use this setting if the facility is not a VA facility, but its data should not impact the setting of the CTC Restricted Release flag.   This value is typically used for entries in the Facility List that are used as "Unknown Facility".

Record Types Expected – If you expect to receive data in specific file formats and wish to track this information, specify the information in the Rec. Type Expected field. Click **Add Rec Type** to specify multiple record types. These data are not used by SEER*DMS. Registry management can determine whether this information needs to be tracked in the Facility List.

Hospital Information

The Hospital Information section contains fields commonly associated with medical centers and hospitals. Registry-defined configuration settings and algorithms determine whether these fields are used by SEER*DMS. They may also be used in external reports or registry programs. Consult with registry management to determine if these fields are maintained in your registry.

- **Bill/Abstract ($) –** Cost billed for each abstract record.
- **Reporting** – Flag to track whether the facility is required to report data to the registry.
- **ACOS** – Select Yes if the hospital is an American College of Surgeons facility.
- **Tumor Registry** – Select Yes if the hospital is a hospital-based tumor registry. This field should be set to Yes if a Reference Date is provided.
- **Reference Date** – Hospital-based registries are required to have complete data for cases diagnosed on or after this date. A date should be provided if Tumor Registry is Yes.

Facility Affiliations

A facility may be a subsidiary or an affiliate of another facility. These data items are not used by SEER*DMS. Registry management can determine whether facility affiliations need to be tracked within the Facility List.

To create a list of organizations related to the current facility:

1. Click **Add Affiliation** in the Facility Affiliations section.
2. Use the 💡 lookup to select a facility.
3. To remove a facility from the list, click the remove link next to the facility.

Casefinding Contacts

Abstractors and other case finding staff assigned to the facility may be listed in the Casefinding Contacts section. These data items are not used by SEER*DMS. Registry management can determine whether Casefinding Contacts need to be tracked within the Facility List.

To add a new casefinding contact:

1. Click **Add Contact** in the **Casefinding Contacts** section (not available when adding a facility).

2. Use the ⚲ lookup to select a representative who will perform case finding activities at this organization. You will be able to select from entries in the Contacts table which are affiliated with this facility.

3. You may enter the **Department** and **Location** within the organization where this person will be casefinding, if appropriate.

4. To remove a contact from the list, click the remove link adjacent to it.

Facility Identifiers

A facility may be referenced in data submitted by another facility. Facility Identifiers are codes or IDs used by other organizations to refer to the facility. For example, data from a pathology lab may use an ID to identify a hospital that does not match the SEER*DMS ID for that same hospital. Specify the organization providing the data and the ID that they use to identify the facility that you are currently editing. You may also use a Facility Identifier to define an "alias", an identifier for the facility that may be used in data from any source.

*To add or modify a Facility Identifier for a SEER*DMS facility:*

1. Click **Add Identifier** in the Facility Identifiers section of the Facility Editor.

2. Specify a value in **Data Provided by**:

   a. If you are defining an alias that is used in data sent by a specific facility, use the ⚲ lookup to select the **Facility** that sends the data.

   b. If you are defining an alias that is used by all facilities, do not enter a value in **Data Provided by**. This field should be blank if you are defining an alias that is used by all facilities.

3. Enter the code in the **Facility Identifier** box. This is the code or ID used in data to reference the facility that you are currently editing.

4. To remove an entry, click the remove link next to the Facility Identifier.

Registry-defined Fields

Use the **Registry-defined Fields** to create new variables and set their values. You may create fields that are then used in external reports or registry applications that access the SEER*DMS database. In many registries, Registry-defined Fields are used in SEER*DMS to implement registry-specific logic in polishers, automated workflow tasks, and other processes.

A field is defined with "key = value" syntax. To create a registry-defined field:

1. Click **Add a field** in the Registry-defined Fields section.

2. Enter text for the **Key**. The Key must meet specifications defined by the person responsible for the report or query that uses this field.

3. Enter the appropriate **Value** as defined by the specifications for the report or query using this field.

4. To remove an entry from this list, click the remove link next to the field's Value.

Database Tables related to the Facility List

The following tables store the data that are displayed in the Facility Editor. All of the tables join to the main facility table and to each other using the *fac_id* field.

Facility Data:
- **facility** – the main table that stores the standard facility fields such as the Display ID, Name, Type, FIN, NPI, etc.
- **fac_code –** Facility Identifiers
- **facility_meta_data –** Registry Fields
- **fac_lkup_record_major_subtype –** Rec Type Expected
- **fac_to_fac –** Facility Affiliations

Facility Audit Log:

- **facility_acd_element – elements of the facility audit log.**
- **facility_acd_event – events of the facility audit log.**

The following tables are maintained in the Contact List and link to facilities:

- **fac_affl -** contacts affiliated with the facility.   These are the Facility Affiliations that are maintained in the Contact Editor.
- **fac_doctor_code –** codes used by a facility to identify a physician (or any contact). These are the Facility Identifiers maintained in the Contact Editor.