Web Plus Follow-back Process

The follow-back process in Web Plus takes advantage of the existing online abstracting feature to enable physicians and facility abstractors to complete partially-filled abstracts online. The abstractor can save their work at any time and return to it later. Abstracts are only released to the central registry once they are complete and any errors have been corrected.

The Web Plus follow-back process includes the following steps:

1. *The Follow-back Supervisor (FB Supervisor) uploads files of partially-filled abstracts generated with information from death certificate and pathology lab files into Web Plus, or manually enters individual abstracts online. (Records for follow-back need to be prepared outside of Web Plus and should be in NAACCR record format for upload into the Web Plus database.)*

2. Notification to facilities/physicians to log in and update the follow-back abstracts is sent via e-mail.

3. Once posted for facilities/physicians to complete, follow-back abstracts are processed via the regular Web Plus record flow; with the exception that follow-back abstracts can be rejected by the facility/physician with a justifying comment back to the central registry, where the Follow-back Supervisor/Monitor can either re-route the abstract to a new facility/physician, or delete the abstract from the follow-back process.

4. Once completed by the facility/physician, the follow-back abstracts are released to the central registry, where they are reviewed and released by the Central Registry Abstractor/ Reviewer, and subsequently exported out of the Web Plus database by the Central Registry Administrator.

5. Throughout the follow-back process, the Follow-back Supervisor and Follow-back Monitors use the follow-back reports and tracking features to communicate with the cancer reporters via e-mail, and track follow-back abstracts to ensure their resolution.