



STATE OF MARYLAND  
Maryland Department of Health and Mental Hygiene  
201 W. Preston Street • Room 400  
Baltimore, Maryland 21201  
410-767-4055



Dear Web Plus Facility Abstractor,

March 2008

Welcome to the Maryland Cancer Registry (MCR). You have been chosen by your facility as a Facility Abstractor. A Facility Abstractor is a person who reports cancers and benign central nervous system tumors to the MCR by directly entering tumor information through Web Plus.

To become a user on our confidential Web Plus computerized cancer registry system, you will need to:

- understand the tumor reporting requirements of the state of Maryland;
- give us information about you and your facility; and
- sign a confidentiality understanding and data use agreement for Web Plus.

The data that you abstract and enter are confidential and are protected, as are all identifiable patient data at your facility. Data that you enter are encrypted using Secure Socket Layer (SSL) technology so that information is protected during transmission to Westat, the MCR contractor for data collection and quality assurance. Westat's servers are isolated from the Internet by a firewall. Access to these servers is limited to authorized personnel, and is strictly controlled.

There are six documents that will get you started:

- **Reporting Requirements** - answers common questions about reporting to the MCR and gives the Maryland law and regulations;
- **Confidentiality Understanding and User Agreement** – both you and your supervisor will need to sign the agreement;
- **Facility Demographics Form** - information about your facility,
- **Web Plus Users Manual: Introduction;** and
- **Web Plus Training Manual for Facility Abstractors** - information about using Web Plus and entering data into Web Plus.

When Westat has received your signed form, they will contact you and give you a UserID and temporary Password for Web Plus data entry. You will change your password when you first login to Web Plus. Westat provides technical support during usual business hours at the Technical Help Line at 1-888-662-0016 or 301-315-5990 or you can email us at [MCRTechnicalHelp@Westat.com](mailto:MCRTechnicalHelp@Westat.com).

If you have any questions or comments, please contact me directly at 410-767-5521 or [kstern@dhmh.state.md.us](mailto:kstern@dhmh.state.md.us).

Sincerely,

Kimberly Stern, MHA, CTR – Director, Maryland Cancer Registry  
DHMH Center for Cancer Surveillance and Control

Martin O'Malley, Governor — Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary  
Maryland Department of Health and Mental Hygiene (DHMH)  
Family Health Administration — Russell W. Moy, M.D., M.P.H., Director – Joan H. Salim, Deputy Director