



**Indiana
Department
of
Health**

NON-HOSPITAL WEB PLUS ABSTRACTING GUIDE

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2025

OUR MISSION:

To promote, protect, and improve the health and safety of all Hoosiers.

OUR VISION:

Every Hoosier reaches optimal health regardless of where they live, learn, work, or play.





Introductory Guide to Web Plus Reporting

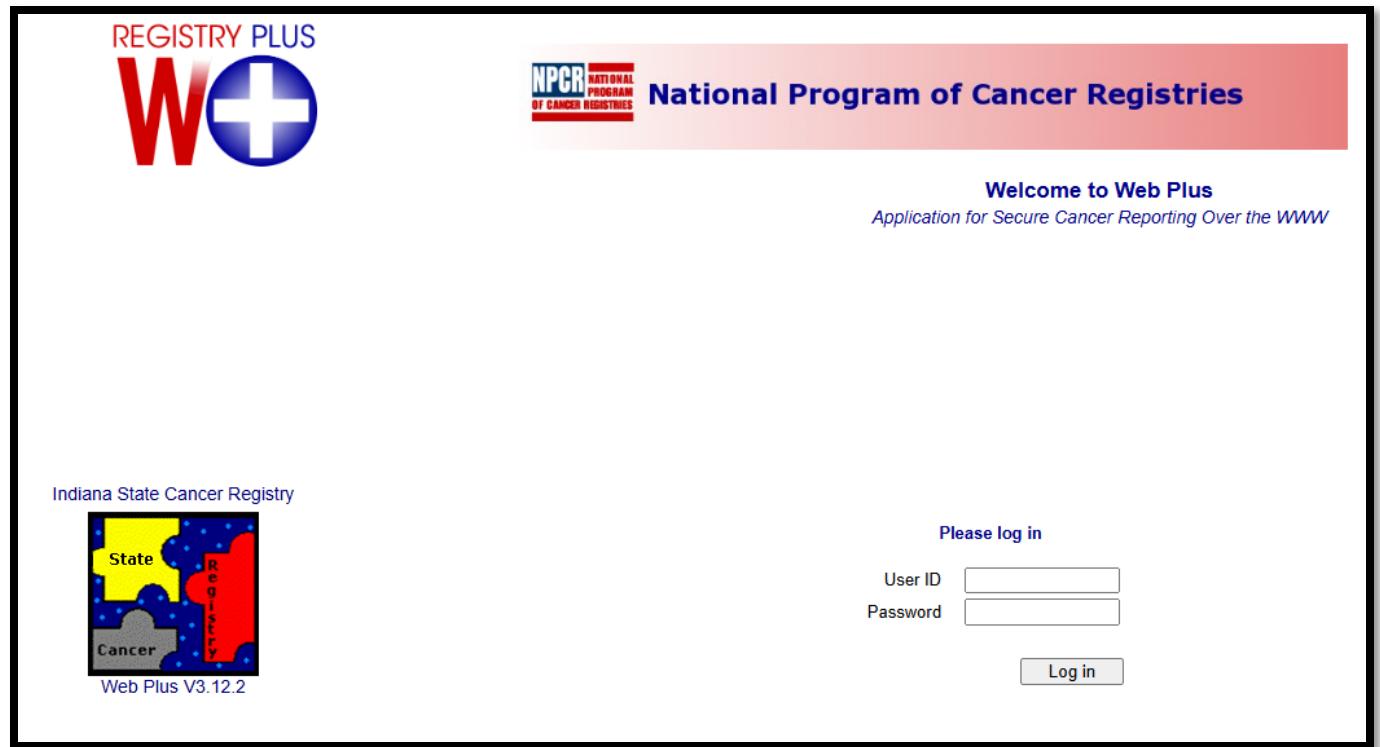


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Web Plus Intro

Log in

- Navigate to the website listed
- Enter User ID & Password
 - Must be provided by ISCR



<https://Web Plus.isdh.in.gov/logonen.aspx>

Web Plus Intro

Home Page:

- Access links will vary per facility/individual
- Select “Indiana Non-Hospital Abstract” to entering cases for submission
- File Upload-uploading documents or .xml files if applicable
 - i.e., Death information

Web Plus

Web Plus Home Page for Melissa Chapman
Please select a central cancer registry function from those listed below.

Indiana State Cancer Registry

[File Upload](#)

Indiana State Cancer Registry

[Indiana Non-Hospital Abstract](#)



<https://Web Plus.isdh.in.gov/logonen.aspx>

Web Plus Intro

Features

- Code Lookup
- Field Help
- Calculate Field
- Dropdown

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

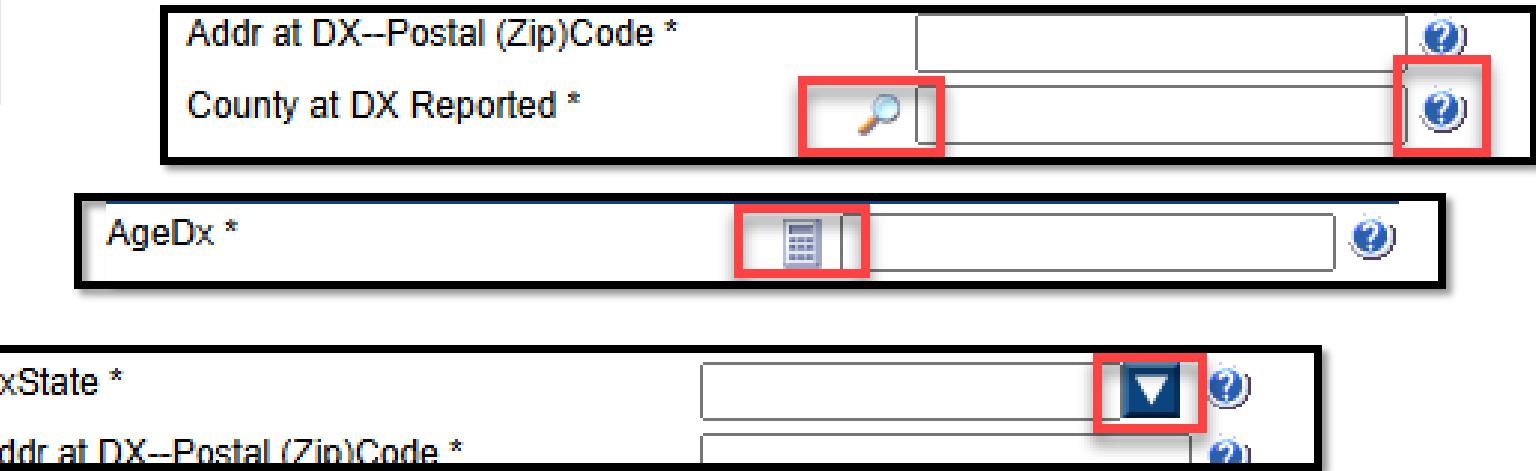
Data entry Help Icons

Special Code Lookup  icon to the left of the data item links to a searchable listing of terms and coded values for the data item. When a specific code in the list is clicked, it is automatically filled into the abstract for the data item.

Calculate Field Value  icon to the left of a data item is clicked to automatically calculate the value for the data item from information that has been entered for other data items.

Context-Sensitive Help  icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

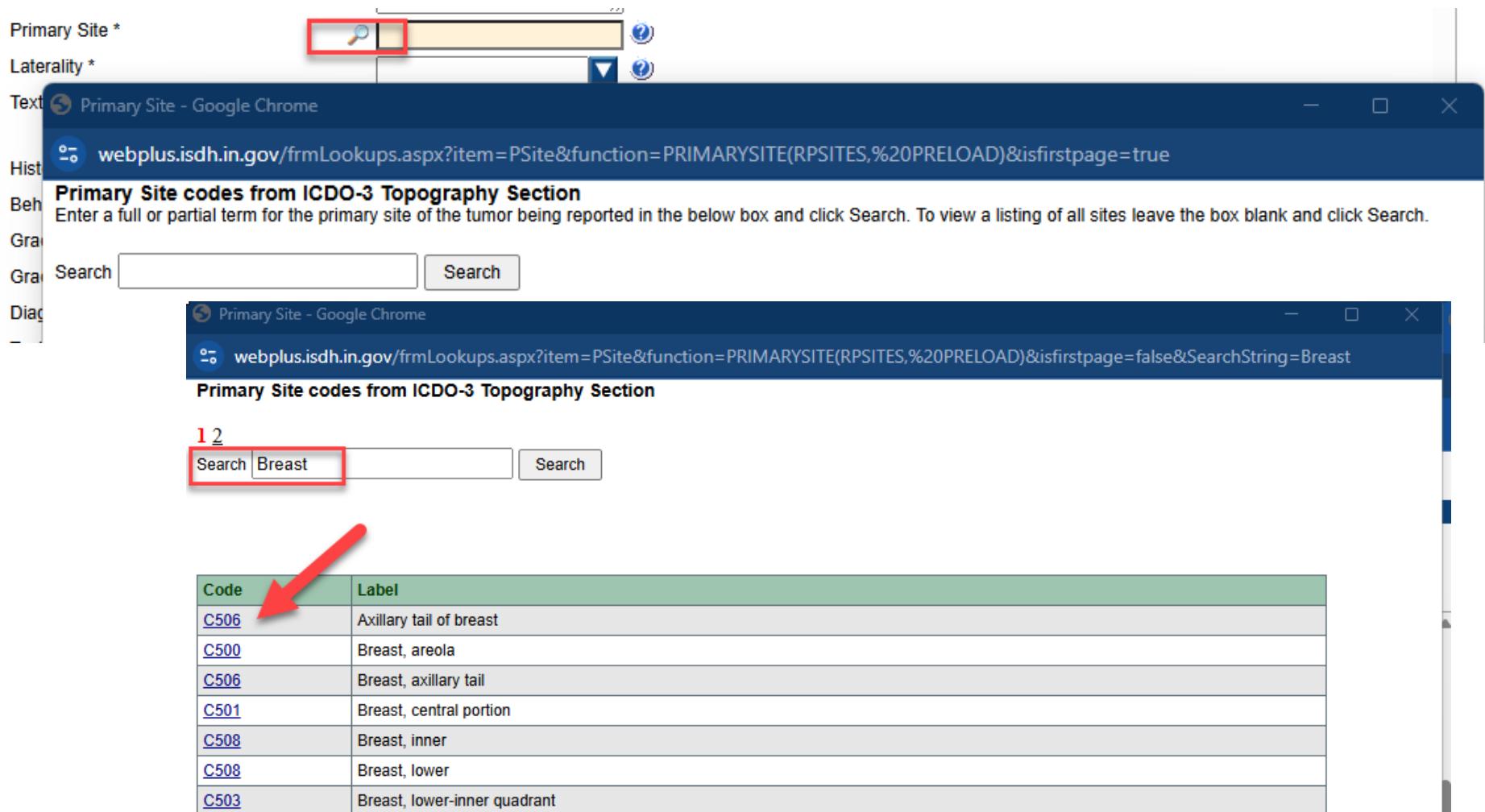
 Print Preview



Web Plus Intro

Features

- Code Lookup
- Field Help
- Calculate Field
- Dropdown



The screenshot shows the Web Plus interface with a search feature for primary tumor sites. A red box highlights the search icon in the 'Primary Site *' field. The search term 'Breast' is entered in the search bar of the second search window. A red arrow points to the 'C506' code in the search results table, which is labeled 'Axillary tail of breast'.

Primary Site *

Laterality *

Text Primary Site - Google Chrome

History

Primary Site codes from ICDO-3 Topography Section

Enter a full or partial term for the primary site of the tumor being reported in the below box and click Search. To view a listing of all sites leave the box blank and click Search.

Search Search

Diagnoses

Primary Site - Google Chrome

History

Primary Site codes from ICDO-3 Topography Section

1 2

Search Breast Search

Code	Label
C506	Axillary tail of breast
C500	Breast, areola
C506	Breast, axillary tail
C501	Breast, central portion
C508	Breast, inner
C508	Breast, lower
C503	Breast, lower-inner quadrant



Web Plus Intro

Features

- Code Lookup
- Field Help
- Calculate Field
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Primary Site *

Laterality *

Primary Site - Google Chrome

webplus.isdh.in.gov/help/NA_PRIMARY_SITE.htm

PRIMARY SITE

Alternate Name	Item #	Length	Source of Standard	Column #
	400	4	SEER/CoC	540-543

Description

Code for the primary site of the tumor being reported using either ICD-O-2 or ICD-O-3. NAACCR adopted ICD-O-2 as the standard coding system for tumors diagnosed beginning January 1, 1992. In addition, NAACCR recommended that tumors diagnosed prior to 1992 be converted to ICD-O-2. The topography (primary site) codes did not change between ICD-O-2 and ICD-O-3.

Codes

See ICD-O-2, or ICD-O-3, Topography Section, for the codes for primary site.

Note: See data item Site (73-91) ICD-O-1 [1960] for ICD-O-1 cases.

- CoC FORDS entry available

Web Plus Intro

Features

- Code Lookup
- Field Help
- Calculate Field
- Dropdown

Date of Birth *  

Sex *  

Medicare Beneficiary Identifier  

Primary Payer at DX *  

DEMOGRAPHIC

Addr at DX -- No & Street *  

Addr at DX -- Supplemental  

Addr at DX--City/Town *  

DxState *  

Addr at DX--Postal (Zip)Code *  

County at DX Reported *   

Race 1 *  

Spanish/Hispanic Origin *  

Text-Usual Occupation  

Text-Usual Industry  

TxDxPE  

Tobacco Use Smoking Status *  

NPI - Inst Referred From  

CANCER IDENTIFICATION

AgeDx *  

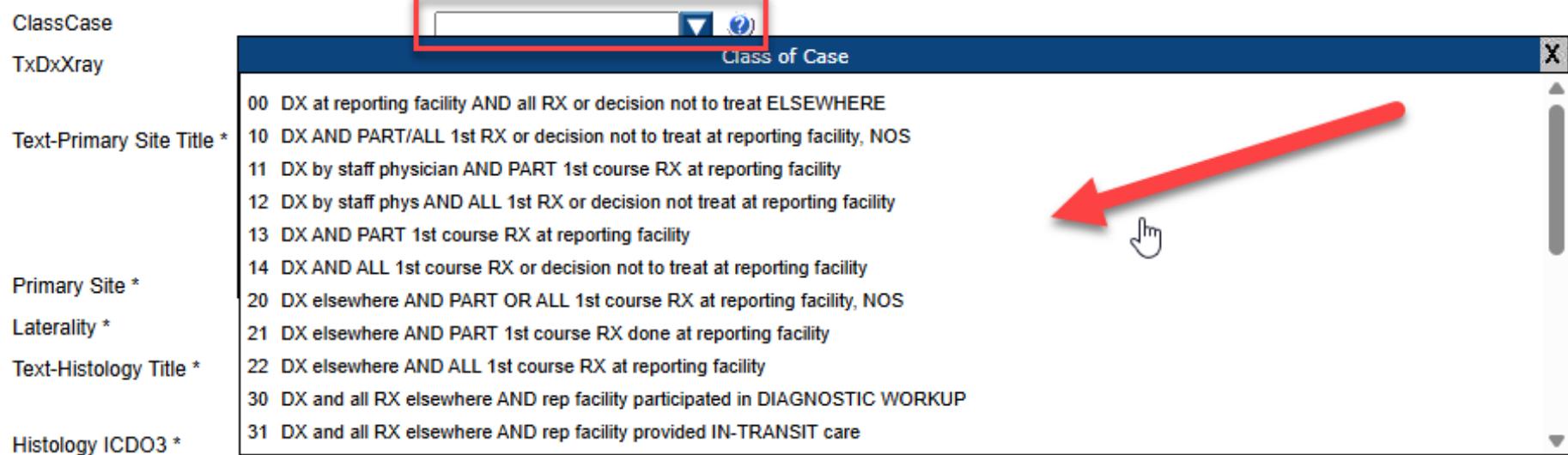
Date of Diagnosis *  



Web Plus Intro

Features

- Code Lookup
- Field Help
- Calculate Field
- **Dropdown**



The screenshot shows a dropdown menu for 'Class of Case'. The menu is a list of codes and descriptions, with the first item '00 DX at reporting facility AND all RX or decision not to treat ELSEWHERE' selected. A red arrow points to the list of options, and a red box highlights the dropdown input field.

Code	Description
00	DX at reporting facility AND all RX or decision not to treat ELSEWHERE
10	DX AND PART/ALL 1st RX or decision not to treat at reporting facility, NOS
11	DX by staff physician AND PART 1st course RX at reporting facility
12	DX by staff phys AND ALL 1st RX or decision not treat at reporting facility
13	DX AND PART 1st course RX at reporting facility
14	DX AND ALL 1st course RX or decision not to treat at reporting facility
20	DX elsewhere AND PART OR ALL 1st course RX at reporting facility, NOS
21	DX elsewhere AND PART 1st course RX done at reporting facility
22	DX elsewhere AND ALL 1st course RX at reporting facility
30	DX and all RX elsewhere AND rep facility participated in DIAGNOSTIC WORKUP
31	DX and all RX elsewhere AND rep facility provided IN-TRANSIT care



Web Plus Intro

Web Plus

Home

New Abstract

Find/Open Abstract

Held Abstracts

Reports

Change Password

Help

Log out

- **Home**- Back to main page
- **New Abstract**- Brand new blank abstract
- **Find/Open Abstract**- Search saved abstracts
- **Held Abstracts**- Completed but not released abstracts
- **Reports**- Run various reports
- **Change Password**- Update your password
- **Help**- General Web Plus info
- **Log Out**- Exit the database



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Field Entry & Resources

Web Plus Field Guide- Available through [FLccSC](#) in supporting documents.

“Intro to Web Plus for Non-Hospitals” under the category “Web Plus Training”

PATIENT IDENTIFICATION	Field Status	Required Status	Comments/Guidance
Name-Last*	Text	Required	Enter patient last name. Hyphens and apostrophes can be used.
Name-First*	Text	Required	Enter patient first name.
Name-Middle	Text	Enter if known	Enter middle name or middle initial if known, otherwise leave blank.
Name Birth Surname	Text	Enter if known	Enter as appropriate
AccNumHosp	Text	Skip	Leave blank
SeqNumHosp	Text	Skip	Leave blank
Medical Record Number	Text	Enter if known	Enter number from Abstract form, Path report, or scanned records in PDF. If r
Social Security Number*	Text	Required	Enter patient social security number, if unavailable fill with 9's. No dashes ne
Date of Birth*	STAGE/PROGNOSTIC FACTORS		
Sex*	Field Status		
Medicare Beneficiary Identifier	Required Status		
Primary Payer at DX*	Comments/Guidance		
	Include SEER Summary Staging rationale entry, i.e. SS2018-1 localized, invades la propria only. No RLN involvement. No c mets. SEER Summary Stage Assignment (e.g., SEER SUMMARY STAGE 1-LOCALIZED) **Optional if available: AJCC TNM Staging (pathological, post-therapy) (e.g., CLINIC CT1 CN0 CM0 STAGE 1, PATHOLOGICAL PNI1 CM0 STAGE 2)		
	Text-Staging		
	Text		
	Enter if known		
	Enter the tumor size per instructions *Record clinical size (largest) if no surgery neoadjuvant treatment was administered		
Tumor Size Summary	Search function		
	Enter if known		

Key Information to Remember:
These manuals are utilized by diagnosis year
STORE was published in 2018, each version is applicable by diagnosis year
Solid Tumor Rules: 2018+ diagnosis year for all primary sites
Exception: Pre 2021 diagnosed Malignant Melanoma (see page 377 of Solid Tumor Rules 2025 update for instructions)
All other Manuals: MOST RECENT VERSIONS are applicable for cases diagnosed 2018+
Manuals (downloadable)
2025 STORE Manual (1/1/2024)
https://www.facs.org/media/uf5gxb4i/store-2025.pdf (previous reporting years available here)
SEER Summary Stage 2018 Manuals v3.1
https://seer.cancer.gov/tools/ssm/ (1/1/2018+)
Grade Manual v3.1 (Oct 2023)
https://apps.naaccr.org/ssdi/list/ (1/1/2018+)
SSDI Manual v3.1 (Oct 2023)
https://apps.naaccr.org/ssdi/list/ (1/1/2018+)
Solid Tumor Rules (2025 Update)
https://seer.cancer.gov/tools/solidtumor/current/STM_Combined.pdf (1/1/2018+)
AJCC Manual (v8 and/or v9)*
Cannot download- Must purchase print versions, Amazon Kindle or purchase subscription to AJCC Portal
ISCR Reporting Manual 2024
https://www.in.gov/health/cdpc/cancer/cancer-registry/policy-and-procedure-manuals/
Websites-Link to save into browser
SEER*RSA
https://staging.seer.cancer.gov/eod_public/home/3.2/ (previous versions available by changing version in site)
SEER*Rx
https://seer.cancer.gov/seertools/seerrx/
Heme & Lymph Database
https://seer.cancer.gov/seertools/hemelymph/ (the manual is downloaded/available from this site)
SEER Inquiry System (SINQ)
https://seer.cancer.gov/seer-inquiry/
CAnswer Forum (ACoS)
http://cancerbulletin.facs.org/forums/help
ICD-O-3 & ICD-O-3.2
https://www.naaccr.org/icdo3/Downloadable_documents_to_save/ICD-O-3_out_of_print_online.pdf

◀ ▶ ... REFERENCES HOSPITAL SPECIFIC PATIENT IDENTIFICATION DEMOGRAPHICS CANCER ID



Web Plus

Home New Abstract Find/Open Abstract Held Abstracts Reports Change Password Help Log out

Enter new abstract

Add/View Comment Run Edits Session time left: 28 minutes

All data items marked with an asterisk (*) are required.

RepHosp *	<input type="text" value="0000004500"/>	
Abstractor *	<input type="text" value="MCH"/>	
TypeRepSrc *	<input type="text"/>	
PATIENT IDENTIFICATION		
Name-Last *	<input type="text"/>	
Name-First *	<input type="text"/>	
Name-Middle	<input type="text"/>	
Name Birth Surname	<input type="text"/>	
AccNumHosp	<input type="text"/>	
SqNumHosp	<input type="text"/>	
Medical Record Number	<input type="text"/>	
Social Security Number *	<input type="text"/>	
Date of Birth *	<input type="text"/>	
Sex *	<input type="text"/>	
Medicare Beneficiary Identifier	<input type="text"/>	
Primary Payer at DX *	<input type="text"/>	
DEMOGRAPHIC		
Addr at DX - No & Street *	<input type="text"/>	
Addr at DX - Supplemental	<input type="text"/>	
Addr at DX-City/Town *	<input type="text"/>	
DxState *	<input type="text"/>	
Addr at DX-Postal (Zip)Code *	<input type="text"/>	
County at DX Reported *	<input type="text"/>	
Race 1 *	<input type="text"/>	
Spanish/Hispanic Origin *	<input type="text"/>	
Text-Usual Occupation	<input type="text"/>	

Edit Errors **Help**

Enter an Abstract and click on Save at the bottom of the page to save it to the database. The abstract is edited each time you save. Edit errors, if there are any, will be shown in this message area. All your changes will be saved to the database even if there are edit errors.

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Context-Sensitive Help icon to the right of each data item links to the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information regarding the coding of the data item.

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.



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Text Entries

- Fields marked with * in Web Plus must be completed with a text entry (green in Web Plus Field Guide)
- For text guidance, review the Web Plus Field Guide for examples

CANCER IDENTIFICATION	Field Status	Required Status	Comments/Guidance	Reference Manual
Text- DX Proc Path*	Text	Required	<p>Enter all path related info in this location until further notice. Date(s) of procedure(s), Path Accession #, Tumor type and grade (include all modifying adjectives, i.e. predominately, with features of, with foci of, etc), tumor size, extent of tumor spread, involvement of resection margins, number of lymph nodes examined and involved. Record any differential diagnoses considered and ruled out, if appropriate. If synoptic report provides more specific information include those findings. (e.g., 02/15/2023 (S23-012354) SHAVE BX, SKIN OF LEFT POST SCALP, MELANOMA, SUPERFICIAL SPREADING TYPE, BRESLOW 0.5MM, CLARK II, ULCERATION PRESENT, MITOSIS 2 PER MM2, NO LVI, NO PNI, NO REGRESSION, MARGINS POSITIVE AT DEEP AND PERIPHERAL, STAGE PT1B.)</p>	ISCR NH Reporting Manual

Submissions to ISCR

- When case is complete run edits
- Resolve any/all edits by selecting the edit
 - Takes you to the field to update when you click on the hyperlink
- Once all edits are cleared you can release the case to ISCR by selecting “Yes” or hold the case for later by selecting “No”

Run Edits

-----EDIT RESULT-----

Editset Name: Text Edits

This abstract passed all edits and can be released to your central cancer registry.

Do you want to release it?

-----EDIT RESULT-----

Editset Name: Text Edits

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved in order to complete and release the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warnings prior to releasing the abstract to the central registry.

Total edit errors: 6

1. Missing Critical Field: [Addr at DX - Street](#)
2. Missing Critical Field: [Addr at DX - City](#)
3. Missing Critical Field: [Addr at DX - State](#)
4. Missing Critical Field: [Addr at DX - Zip](#)
5. Missing Critical Field: [Addr at DX - County](#)
6. Missing Critical Field: [Staging Text \(TNM, Metastasis, etc.\)](#)

This abstract passed all edit errors, however, one or more edit warnings remain.

Do you want to release the abstract to your central registry with edit warnings?

Submissions to ISCR

Select "No" when:

- Awaiting more information about case
- Had to save the case while performing other job duties

To locate a saved case:

- Go to '**Find/Open Abstract**' Tab
- Enter patients last name and/or SSN
- **CLICK** on 'Find'
- List will pop up with patients matching the search criteria
- Locate the case you need to complete
- **CLICK** on 'Open' and the case will load

➤ Update case, run edits, select "Yes" to release



REMEMBER:
Click Save often!!!

If you don't then you
will lose all the
information.

You will be taken
back to the main log
in screen if the
system logs you out

Questions?

Indiana State Cancer Registry
cancerregistry@health.in.gov

