

**ANALISA KEBUTUHAN TENAGA KERJA FILING DAN ASSEMBLING
BERDASARKAN TEORI WISN
DI RS.PERMATA MEDIKA SEMARANG
TAHUN 2015**

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ABSTRAK

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**ANALISA KEBUTUHAN TENAGA KERJA DI BAGIAN ASSEMBLINGBERDASARKAN TEORI WISN DI
RS.PERMATA MEDIKA SEMARANG TAHUN 2015**

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Berdasarkan jumlah kunjungan pasien rawat jalan pada tahun 2014 yang cenderung meningkat yaitu 84.879 pasien perhari, terdapat 18 poliklinik dengan jumlah petugas filing dan assembling berjumlah 3 orang, diketahui beban kerja masing-masing petugas terlalu tinggi. Hal ini mengakibatkan tingginya resiko kelelahan dan kecelakaan kerja pada petugas,ditambah dengan letak filing yang berada di ruang bawah tanah rumah sakit, maka perlu dilakukan perhitungan kebutuhan tenaga kerja untuk mengetahui beban kerja serta kebutuhan petugas.Penelitian ini bertujuan untuk mengetahui kebutuhan jumlah tenaga kerja berdasarkan teori WISN di bagian filing dan assembling RS.Permata Medika SemarangTahun 2015.

Penelitian ini merupakan penelitian deskriptif, dengan menggunakan metode observasi dan wawancara serta menggunakan pendekatan secara cross sectional. Populasi yang digunakan dalam penelitian ini adalah jumlah DRM tahun 2014 dan jumlah petugas filing dan assembling dan semua populasi digunakan sebagai sampel jumlah kunjungan tahun 2014 sebanyak 84.879 dan 3 petugas filing dan assembling.

Hasil pengamatan filing dan assembling didapatkan rata-rata waktu perkegiatan petugas dalam merakit DRM,menganalisa kelengkapan isi DRM,mengambil DRM,dan mengembalikan DRM sebesar petugas A 28.1, petugas B 27, petugas C 26.9. karakteristik petugas filing dan assembling umur antara 22 – 33 tahun, pendidikan SMK,D3 RMIK,dan S1 Pendidikan, jenis kelamin laki – laki dan perempuan,lama kerja 1 – 5 tahun. Hari efektif per tahun untuk petugas tetapyaitu 262 Kuantitas pokok untuk petugas filing rawat jalan tetap yaitu 27.260 DRM dan kuantitas pokok untuk petugas assembling yaitu 11.600

Dari hasil perhitungan dengan metode WISN diketahui jumlah kebutuhan tenaga kerja filing dan assembling untuk petugas tetap yaitu 4 petugas.Maka disimpulkan perlu adanya penambahan untuk petugas filing dan assembling agar sesuai dengan beban kerja yang ada.

Kata Kunci : Tenaga kerja, beban kerja, filing, assembling WISN

**NEED ANALYSIS OFWORK LABORAT THE ASSEMBLING UNIT
BASED ON WISN THEORY AT PERMATA MEDIKA HOSPITAL IN
Semarang IN 2015**

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Based on the number of outpatient visits in 2014, there is likely an increase number that reach 84 879 patients per day. There are 18 polyclinics with the 3 workersat the filing and assembling so that the workload of each officer is too high. This results in a high risk of fatigue and accidents at work for the officers.And more risk appear because the filing location is located in the basement of the hospital.It is necessary to calculate the labor needs to know the workload and the number of officers needed. The objectives of the research is to determine the needs of the work labor which is based on WISN theories for the filing and assembling unit of PermataMedika hospital in Semarang in 2015.

This research is descriptive, using observation and interviews as well as using cross sectional approach.The population used in this study is the medical record documents (DRM) in 2014 and the number of workers at the filing and assembling.The population used as a sample are number of visits in 2014 as many as 84 879 and 3 officers at filing and assembling unit.

Based on the observation at the filing and assembling unit, it is obtained that the average time per activityper officer in assembling, analyzing the completeness of the contents of DRM, taking the DRM and DRM restoringare A clerk at 28.1, officer B 27, C 26.9 officer.The characteristics of filing and assembling clerk are aged between 22-33 years, graduated from vocational education, D3 RMIK, and S1 Education, Sex - men and women, working experience 1-5 years.Effective days per year for workers are 262. Quantity of work for outpatientDRM filing officer is 27 260 and the quantity of work for assembling is 11,600.

From the results of calculations by the method of WISN, it is known that the number of labor needed for filing and assembling are 4 officers. It can be concluded that it is necessary to ass the filing and assembling personnel to match the existing workload.

Keyword : Labor, workload, filing, assembling WISN