

ANALISIS KEBUTUHAN TENAGA KERJA BERDASARKAN BEBAN KERJA UNIT REKAM MEDIS RUMAH SAKIT ISLAM KENDAL TAHUN 2015

MUTHOMIMAH IMANTI

Program Studi Rekam Medis&Info. Kesehatan - D3, Fakultas Kesehatan, Universitas Dian Nuswantoro Semarang

URL : <http://dinus.ac.id/>

Email : 422201201237@mhs.dinus.ac.id

ABSTRAK

Rumah Sakit Islam Kendal merupakan salah satu rumah sakit swasta tipe C pada unit rekam medis memiliki 10 petugas, terdiri dari 4 petugas assembling, 2 petugas koding BPJS rawat jalan, 2 petugas koding BPJS rawat inap dan 2 petugas filing. Berdasarkan jumlah kunjungan pasien rawat jalan dan inap yang cenderung meningkat dan adanya faktor lainnya yaitu tugas rangkap diluar tugas pokok sehingga beban kerja petugas semakin meningkat. Untuk itu diperlukan kesesuaian antara beban kerja dengan banyaknya petugas sehingga dalam penelitian ini dapat diketahui jumlah petugas berdasarkan beban kerja unit Rekam Medis Tahun 2015.

Jenis penelitian ini menggunakan deskriptif dengan metode observasi dan wawancara dengan pendekatan cross sectional. Populasi dalam penelitian ini adalah hasil perhitungan prediksi kunjungan 2015 dan 10 petugas unit rekam medis.

Berdasarkan hasil perhitungan kebutuhan tenaga kerja berdasarkan beban kerja petugas unit rekam medis didapatkan jumlah petugas assembling dengan standar beban kerja sebanyak 27.669,76 menit dibutuhkan sebanyak 4 petugas, petugas koding BPJS Rawat Jalan dengan standar beban kerja sebanyak 47.506,73 menit dibutuhkan sebanyak 4 petugas, petugas koding BPJS Rawat Inap dengan standar beban kerja sebanyak 22.542,7 menit dibutuhkan sebanyak 3 petugas, petugas filing dengan standar beban kerja 15.534,73 menit dibutuhkan sebanyak 9 petugas, dan petugas analising/ reporting dengan standar beban kerja 613 menit dibutuhkan sebanyak 2 petugas.

Dari pengamatan menunjukkan bahwa adanya rangkap tugas perlu penambahan petugas yaitu bagian koding BPJS Rawat Jalan sebanyak 2 petugas, bagian koding BPJS Rawat Inap sebanyak 1 petugas, bagian filing sebanyak 7 petugas dan bagian analising/ reporting sebanyak 2 petugas. Sehingga dapat disarankan bahwa perlu adanya penambahan petugas bagian koding BPJS Rawat Jalan, petugas koding BPJS Rawat Inap, petugas filing dan petugas analising/ reporting agar sesuai dengan beban kerja yang ada.

Kata Kunci : Beban Kerja, Petugas Unit Rekam Medis, WISN

LABOR NEEDS ANALYSIS BASED ON PERSONNEL WORKLOAD AT MEDICAL RECORD UNIT AT KENDAL ISLAMIC HOSPITAL IN 2015

MUTHOMIMAH IMANTI

*Program Studi Rekam Medis&Info. Kesehatan - D3, Fakultas
Kesehatan, Universitas Dian Nuswantoro Semarang*

URL : <http://dinus.ac.id/>

Email : 422201201237@mhs.dinus.ac.id

ABSTRACT

Kendal Islamic Hospital is a type C hospital. This hospital has 10 staffs in medical record unit which consists of 4 staffs at assembling, 2 staffs at BPJS outpatient coding, 2 staffs at BPJS inpatient coding and 2 staffs at filing unit. Based on the number of outpatient visits and inpatient are likely to increase and the presence of other factors that double the tasks is beyond the basic tasks thus increasing the officer's workload. It required to balance between workload and the number of officers needed. This objective of this study is to find out the number of officers needed which is based on the workload of the Medical Record unit 2015.

The type research is descriptive research. The method used is observation with cross sectional approach. The population in this study is the result of predictive calculation of the visits and the medical records unit in 2015.

Based on the results of the labor needs based on the workload of the medical records unit officers, it is found that the workload at the assembling unit which is as much as 27669.76 minutes. It needs 4 staffs. BPJS Outpatient coding staff standards workload which is as much as 47506.73 minutes will need 4 staff. BPJS inpatient coding staff standards workload which is as much as 22542.7 minutes will need 3 staffs. The filing unit staff with workload standards 15534.73 minutes will need 9 staffs. The analyzing / reporting staff with a standard 613 minute workload required as many as 2 staff.

From observations which show that there occurs double task, so it is important add 2 officers for Outpatient BPJS coding, one officer for Inpatient BPJS coding, 7 officers for filing, 2 officers for analyzing / reporting. It can be concluded that the need for additional coding officer for BPJS Outpatient, Inpatient BPJS coding officer , filing officer and the analyzing / reporting officer is important to fit the existing workload.

Keyword : Workload, Medical Record Unit Officer, WISN