

**TINJAUAN PENGELOLAAN DOKUMEN REKAM MEDIS DI BAGIAN  
FILING RUMAH SAKIT BHAKTI WIRA TAMTAMA SEMARANG TAHUN  
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**ABSTRAK**

Berdasarkan hasil observasi di Rumah Sakit Bhakti Wira Tamtama Semarang terhadap pengelolaan dokumen rekam medis pada 10 sub rak secara acak, terdapat 6930 dokumen rekam medis dimana ditemukan 102 dokumen rekam medis yang mengalami misfile. Sering terjadi DRM yang tidak ditemukan, maka untuk mempercepat pelayanan, petugas membuat DRM baru untuk pasien lama. Hal ini mengakibatkan terjadinya duplikasi penggunaan nomor rekam medis dan DRM. Tujuan penelitian ini adalah mengidentifikasi pengelolaan DRM di bagian Filing RS Bhakti Wira Tamtama Semarang.

Jenis penelitian ini adalah deskriptif. Metode penelitian adalah observasi dan wawancara. Variabel penelitian adalah sarana pengelolaan dokumen rekam medis di Filing, Standar Operasional Prosedur, pengetahuan petugas Filing, dan pengelolaan dokumen rekam medis di Filing. Subyek ialah 3 orang petugas filing, obyek adalah sarana pengelolaan dokumen rekam medis di Filing, Standar Operasional Prosedur, pengetahuan petugas Filing, dan pengelolaan dokumen rekam medis di Filing. Instrumen penelitian menggunakan pedoman observasi dan pedoman wawancara. Metode pengolahan data melalui tahap pengumpulan, pemeriksaan, dan penyusunan data. Data dianalisis secara deskriptif dan selanjutnya dibandingkan dengan teori.

Berdasarkan hasil penelitian di unit filing Rumah Sakit Bhakti Wira Tamtama masih sering terjadi misfile. Dalam peminjaman dokumen rekam medis belum menggunakan tracer, bon pinjam dan kode warna. Selama ini hanya menggunakan buku ekspedisi. Penyimpanan DRM menggunakan sistem sentralisasi dan sistem penjajaran yang dipakai adalah TDF (terminal digit filing). RS Bhakti Wira Tamtama belum mempunyai Standar Operasional Prosedur tentang pengelolaan dokumen rekam medis. Terdapat 3 petugas filing dan ada tugas pokok yang masih belum dilaksanakan yaitu dalam hal melacak dokumen rekam medis yang salah letak, melakukan retensi dan memindahkan DRM aktif ke inaktif.

Saran bagi RS Bhakti Wira Tamtama Semarang adalah membuat tracer dan bon pinjam, menerapkan kode warna sehingga folder perlu diganti, membuat Standar Operasional Prosedur tentang pengelolaan dokumen rekam medis, melakukan pelacakan dokumen rekam medis yang salah letak (misfile) di waktu senggang pelayanan pasien atau menugaskan staf shift malam.

**Keywords** : Filing, facility the management of medical records document, Standard Operating Procedures, knowledge

**Kata Kunci** : Kata Kunci : Filing, Sarana Pengelolaan, Standar Operasional Prosedur, Pengetahuan



## **Review On Management Of Medical Record Document In Filing Bhakti Wira Tamtama Hospital Semarang In 2015**

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### **ABSTRACT**

Based on observations in Tamtama Wira Bhakti Hospital Semarang on the management of medical record documents in 10 sub rack randomly, there are 6930 of medical record documents that was found 102 misfile document. It often happened medical record documents were not found, then to speed up service, the officer made a new medical record documents for old patients. This resulted the duplication of medical record number and medical record documents. The purpose of this study was to identify the management of medical record documents in Filing Bhakti Wira Tamtama Semarang.

This type of research was descriptive. Research methods were observation and interviews. Variable research were facility the management of medical records document in Filing, Standard Operating Procedures, knowledge the filing officer, and management of medical records document in Filing. The subject were three filing officer, the object were facility the management of medical records document in filing, Standard Operating Procedures, knowledge the filing officer, and management of medical records document in filing. The research instrument used were observation and interview guidance. Methods of data processing through the stages of collection, collation and compilation of data. Data were analyzed descriptively and then compared with the theory.

Based on the research in the filing Bhakti Wira Tamtama hospital, missfile were still common. There was no tracer to borrow the medical records document, borrowing card and color codes. During this time only using books expedition. Storage of medical record documents was centralized and juxtaposition system was TDF (terminal digit filing). Bhakti Wira Tamtama Hospital does not have Standard Operating Procedure on management of medical record documents. There were 3 filing officer that the main duty have not been implemented, in terms of tracking missfile medical records, perform the retention and transfer of medical records document active to inactive.

Suggestions for Bhakti Wira Tamtama Hospital Semarang to make tracer and card borrowing, to apply color coded so that the folder needs to be changed, to make Standard Operating Procedures on management medical records, to track missfile medical records in spare time of patient care or assigning a night shift staff .

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