

## EVALUASI FUNGSI KERJA ASSEMBLING DI RUMAH SAKIT JIWA DAERAH DR AMINO GONDHOHUTOMO SEMARANG 2015

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### ABSTRAK

Survei awal dari hasil wawancara terhadap dua dari tiga orang petugas assembling menunjukkan bahwa petugas juga mengerjakan fungsi selain assembling yaitu mengambil dan mengelola sensus harian, menganalisa formulir, menginput registrasi assembling, dan scanner untuk penyimpanan. Tujuan penelitian ini adalah mengevaluasi fungsi kerja assembling di Rumah Sakit Jiwa Daerah dr. Amino Gondohutomo Semarang

Jenis penelitian yang digunakan adalah deskriptif kuantitatif. Metode pengumpulan datanya adalah observasi dan wawancara. Variabel penelitian adalah pengetahuan petugas assembling tentang fungsi kerja, Standar Operasional Prosedur, kebijakan tentang fungsi kerja assembling, dan pelaksanaan fungsi kerja assembling. Subjek penelitian adalah 3 petugas assembling. Objek penelitian adalah pengetahuan, kebijakan, Standar Operasional Prosedur dan pelaksanaan fungsi kerja assembling. Instrumen penelitian menggunakan pedoman observasi dan wawancara. Metode pengolahan data melalui tahap pengumpulan, pemeriksaan, pengelompokan, penyusunan. Data analisis secara deskriptif dan selanjutnya akan dibandingkan dengan teori.

Hasil penelitian menunjukkan 2 orang (66,6%) petugas assembling mengetahui fungsi assembling secara lengkap dan 1 orang (33,3%) tidak sepenuhnya mengetahui fungsi assembling. Sudah ada kebijakan tetapi tidak menjelaskan kebijakan mengenai fungsi kerja assembling secara rinci. Standar Operasional Prosedur yang ada di Rumah Sakit Jiwa Daerah dr Amino Gondohutomo Semarang sudah sesuai teori tetapi ada butir yang bukan merupakan tugas pokok assembling. Petugas sudah melaksanakannya sesuai dengan teori tetapi ada petugas yang tidak melaksanakan dengan sepenuhnya karena kurangnya pengetahuan petugas tentang fungsi kerja assembling.

Saran bagi Rumah Sakit Jiwa Daerah Dr Amino Gondohutomo Semarang yaitu perlunya sosialisasi tentang fungsi assembling. Harus ada kebijakan prosedur yang tertulis yang menjelaskan pengelolaan unit rekam medis khususnya assembling. Dihilangkannya butir Standar Operasional Prosedur fungsi kerja assembling tentang scanning, perlunya dimasukkan dalam Standar Operasional Prosedur dalam pengelolaan dokumen rekam medis BPJS dan non BPJS secara terpisah.

Kata Kunci : Pengetahuan, Kebijakan, SOP, Fungsi Assembling.

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**EVALUATION THE WORK FUNCTION OF ASSEMBLING IN  
REGIONAL MENTAL HOSPITAL DR. AMINO GONDOHUTOMO  
SEMARANG IN 2015**

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**ABSTRACT**

The initial survey based on interviews with two of the three officers assembling indicate that officers also perform the other functions as assembling ie retrieve and manage daily census, analyze forms, inputting registration assembling, and scanners for storage. The purpose of this study was to evaluate the function work of assembling at Mental Hospital dr. Amino Gondohutomo Semarang

This type of research was descriptive quantitative. Data collection method were observation and interviews. The research variables were knowledge of assembling officer about the work function, Standard Operating Procedures, policies about assembling work function, and the implementation the work function of assembling. Subjects were 3 assembling officers. The object of research were the knowledge, policies, standard operating procedures and the implementation the work function of assembling. The research instrument used were observation and interview guidance. Methods of data processing through the collection, checking, classification, compilation. Data were analyzed descriptively and then compared with the theory.

The results showed 2 assembling officers (66.6%) can determine the function of assembling completely and 1 assembling officers (33.3%) do not fully know the function of assembling. There was already a policy but did not explained the policy on assembling work function in detail. Standard Operating Procedure in the Regional Mental Hospital Dr. Amino Gondohutomo Semarang was appropriate with the theory but there were items that were not the primary duty of assembling. Officers have carried out in accordance with the theory, but there was officer who did not carry out completely due to a lack of knowledge the assembling work function.

Suggestion for Regional Mental Hospital Dr Amino Gondohutomo Semarang ie needed for socialization about the assembling function. There should be a written policy that describes the procedures of medical records management, especially assembling. Delete the item of Standard Operating Procedure assembling work function about the scanning, need to be included in the Standard Operating Procedure in the management of medical record documents BPJS and non BPJS separately.

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