

**TINJAUAN ASPEK KEAMANAN DAN KERAHASIAAN DOKUMEN  
REKAM MEDIS DI RUANG FILING RSUD BENDAN KOTA  
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**ABSTRAK**

Dokumen Rekam Medis (DRM) merupakan alat merekam, mencatat terjadinya transaksi. Mutu pelayanan dapat ditingkatkan bila didukung oleh aspek keamanan dan kerahasiaan berkas rekam medis pasien di ruangan penyimpanan berkas rekam medis. Di RSUD Bendan Kota Pekalongan keamanan dan kerahasiaan rekam medis masih belum berjalan dengan baik. Masih dijumpai bocornya atap ruang filing, rak yang lembab, berdebu, tidak adanya kamfer, pintu sering tidak terkunci, juga masih ditemukan pasien meminta dokumen rekam medis ke filing dan membawa dokumen rekam medis itu sendiri, maupun dokumen rekam medis yang menumpuk di lantai. Permasalahan yang utama adalah belum adanya prosedur tetap yang mengatur tentang keamanan dan kerahasiaan dokumen rekam medis. Oleh sebab itu penulis ingin mengetahui gambaran tentang aspek keamanan dan kerahasiaan dokumen rekam medis pada ruang filing di RSUD Bendan Kota Pekalongan.

Penelitian yang digunakan adalah deskriptif, pendekatan cross sectional dan metode observasi dan wawancara. Subyek adalah petugas filing sebanyak 5 orang, dan objeknya yaitu keamanan dan kerahasiaan dokumen rekam medis di Filing. Instrumen penelitian yang digunakan adalah pedoman observasi, pedoman wawancara dan pengukur suhu kelembaban. Pengolahan datanya adalah editing, tabulasi, dan penyajian data.

Berdasarkan pengamatan terhadap keamanan pengolahan dokumen rekam medis di filing RSUD Bendan Kota Pekalongan dapat diketahui dari segi fisik masih belum aman dari bahaya kebakaran, dan banjir, dari segi biologis belum menggunakan kamfer pada setiap rak, dan dari segi kimiawi petugas masih melakukan aktifitas-aktifitas seperti makan dan minum di ruang filing. Dari aspek kerahasiaan pintu tidak dikunci dan masih ada pasien atau petugas selain rekam medis masuk ruang filing. Belum adanya kebijakan atau prosedur tetap yang mengatur tentang keamanan dan kerahasiaan dokumen rekam medis.

Untuk menjaga keamanan dan kerahasiaan dokumen rekam medis di perlukan sarana dan prasarana serta ruangan yang cukup aman dan baik untuk menjaga kerahasiaan dokumen rekam medis. Perlu dibuatkan kebijakan dan prosedur tetap berisi aturan petugas dalam memberikan pelayanan yang baik.

Kata Kunci : Aspek Keamanan, Aspek Kerahasiaan, Dokumen Rekam Medis, Filing

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Kepustakaan : 23 (1993 - 2015)

**REVIEW ASPECT OF SECURITY AND CONFIDENTIALITY THE  
MEDICAL RECORD DOCUMENTS IN FILING UNIT RSUD BENDAN  
PEKALONGAN CITY YEAR 2016**

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**ABSTRACT**

Medical Record Document (DRM) is a tool to record, recording the transactions. Quality of service can be enhanced when supported by the safety and confidentiality of medical record patient in the storage room. Security and confidentiality of medical records in RSUD Bendan Pekalongan were still not going well. Still found leaking roof space of filing, shelving humid, dusty, absence of camphor, the door is often not locked, still found the patient requests their own medical record and bring the document itself, and document medical records piled up on the floor. The main problems were the lack of procedures of security and confidentiality of medical records document. Therefore, reseacher wanted to describe aspects of security and confidentiality the medical record documents on filing unit in RSUD Bendan Pekalongan.

This study was a descriptive, cross-sectional approach and methods were observation and interviews. Subjects were filing officer as many as five people, and object was the security and confidentiality of medical records in Filing. The research instrument used were guidelines for observation, interview and gauge the temperature of the moisture. Data processing is editing, tabulation, and data presentation

Based on the observation of security medical records processing in filing RSUD Bendan Pekalongan can be seen from the physical aspect was still not safe from the dangers of fire, and flood, in terms of biological not use camphor on each shelf, and in terms of chemical officers were still doing activities such as eating and drinking in the filing room. From the aspect of confidentiality, unlocked door and patients or staff other than medical record personel enter the filing room. There was no policies or standard operating procedures governing the security and confidentiality of medical records document.

To maintain the security and confidentiality of medical records document, it needs facilities and infrastructure and the rooms were quite safe and good for maintaining confidentiality medical records document. Policies and procedures need to be made that contains rules in providing good service.

Keywords : Security Aspect, Confidentiality Aspects, Medical Record Document, Filing

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