

**TINJAUAN PELAKSANAAN STANDAR MKI (MANAJEMEN
KOMUNIKASI DAN INFORMASI)16 AKREDITASI KARS 2012 DI
RUMAH SAKIT KEN SARAS TAHUN 2016**

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ABSTRAK

Standar MKI 16 menjelaskan bahwa dokumen rekam medis harus dilindungi dari kehilangan dan kerusakan serta akses dan penggunaan oleh yang tidak berhak. Berdasarkan survey awal diketahui dari 221 dokumen rekam medis masih dijumpai 33 dokumen rekam medis yang rusak dengan persentase 15 % dan 1 dokumen rekam medis pasien yang hilang dari 221 dokumen rekam medis. Penelitian ini dilakukan untuk mengetahui Pelaksanaan MKI 16 di Rumah Sakit Ken Saras.

Metode penelitian adalah deskriptif dan pendekatan studi kasus. Pengumpulan data melalui observasi terhadap Standar Prosedur Operasional dan 159 dokumen rekam medis dan wawancara kepada kepala rekam medis dan petugas filing.

Hasil penelitian ini menunjukkan sistem penomoran menggunakan Unit Numbering Sistem, sistem penjajaran menggunakan sistem Terminal Digit Filing, dan sistem penyimpanan sentralisasi. kepatuhan petugas terhadap Standar Prosedur Operasional penyimpanan adalah 100%, kepatuhan petugas terhadap Standar Prosedur Operasional peminjaman adalah 50%, kepatuhan petugas terhadap Standar Prosedur Operasional kehilangan dan kerusakan dokumen adalah 55.6%. Hal tersebut mengakibatkan terjadinya kehilangan dan kerusakan dokumen rekam medis dengan presentase 8.6 % dokumen rekam medis hilang dan 91.4% dokumen rekam medis rusak. Kepatuhan terhadap Standar Prosedur Operasional akses dokumen adalah 100%, dan tidak terdapat Standar Prosedur Operasional yang membahas tentang pemeliharaan dan pengamanan dokumen, ukuran rak filing dengan dokumen sudah sesuai standar tetapi kondisi rak terlalu penuh sehingga tidak tertata rapi dan menyebabkan misfile.

Sebaiknya perlu dilakukan monitoring dan evaluasi secara periodik kepada petugas rekam medis terhadap pelaksanaan Standar Prosedur Operasional yang mendukung MKI 16. Perlu pembuatan Standar Prosedur Operasional tentang pengamanan dan pemeliharaan dokumen rekam medis serta dilakukannya retensi dokumen rekam medis.

Kata Kunci : Kata kunci : Akreditasi, KARS, MKI 16

**REVIEW THE IMPLEMENTATION OF MKI 16 (MANAGEMENT OF
COMMUNICATION AND INFORMATION) STANDARDS KARS 2012
ACCREDITATION IN KEN SARAS HOSPITAL YEAR 2016**

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ABSTRACT

Standard of MKI 16 explained that medical records must be protected from loss and damage as well as access and the use of unauthorized parties. Based on initial survey of 221 documents, found 33 document were broken with a percentage of 15% and 1 document of 221 document that lost. This study conducted to determine the implementation of MKI 16 in Ken Saras Hospital.

Research method was descriptive and case study approach. The collection of data were observation of the Standard Operating Procedures and 159 medical records document and interview the chief of medical records unit and filing officer.

The results of this study indicate the numbering system was Unit Numbering System, an alignment system was Terminal Digit Filing, and a centralized storage system. The compliance officer to the Standard Operating Procedures of storage was 100%, the compliance officer to the Standard Operating Procedures of borrowing was 50%, the compliance officer to the Standard Operating Procedures of document loss and damage was 55.6%. This resulted that the loss and damage to document with percentage of 8.6% missing and 91.4% of damaged. Compliance to Standard Operating Procedures of document access was 100%, and there were no Standard Operating Procedures that discusses the maintenance and security of documents, the size of shelf and document has been standardized but the conditions of shelf was too full so it did not tidy and caused misfile.

Monitoring and evaluation of medical records should be done periodically to the officer of the implementation of Standard Operating Procedures that support MKI 16. Making of Standard Operating Procedures about the security and maintenance of medical records document and retention of medical records.

Keyword : Accreditation, KARS, MKI 16