

**TINJAUAN PELAKSANAAN RETENSI DOKUMEN REKAM MEDIS
NONAKTIF MENURUT KEBIJAKAN AKREDITASI KARS DI RSUD
AMBARAWA
TAHUN 2016**

ITA MEIMONANIESHA

(Pembimbing : Retno Astuti Setijaningsih, SS, MM)
*Rekam Medis&Info. Kesehatan - D3, FKes, Universitas Dian
Nuswantoro
www.dinus.ac.id
Email : 422201301352@mhs.dinus.ac.id*

ABSTRAK

Retensi adalah pemindahan dokumen rekam medis non aktif ke filing inaktif untuk pengurangan jumlah dokumen rekam medis yang ada di rak filing aktif. Hasil survei awal menunjukkan adanya masalah penambahan dokumen dan tidak memungkinkan untuk disimpan ke dalam rak filing sehingga mengakibatkan rak filing penuh. Penelitian ini bertujuan untuk mengetahui pelaksanaan retensi dokumen rekam medis non aktif di RSUD Ambarawa sesuai dengan standar akreditasi yang diselenggarakan oleh Komite Akreditasi Rumah Sakit (KARS). Berdasarkan kegiatan retensi, dapat diketahui dokumen yang aktif dan non aktif menurut kunjungan terakhir dan prosedur tetap yang berlaku di rumah sakit.

Jenis penelitian yang digunakan deskriptif dan pendekatan cross sectional. Metode pengambilan data dengan menggunakan wawancara dan observasi.

Hasil penelitian diketahui kebijakan yang mendukung pelaksanaan retensi belum sesuai Komite Akreditasi Rumah Sakit (KARS) karena tidak adanya jadwal retensi arsip dalam Standar Operasional Prosedur retensi yang berperan penting untuk menentukan jangka waktu penyimpanan dokumen rekam medis. Belum adanya daftar pencatatan dokumen rekam medis yang dipindahkan dari aktif ke nonaktif.

Peneliti menyarankan perlu adanya kebijakan jadwal retensi arsip dan Standar Operasional Prosedur retensi dokumen rekam medis nonaktif, perlu adanya daftar pemindahan dokumen rekam medis aktif ke nonaktif.

Kata kunci : retensi, Komite Akreditasi Rumah Sakit (KARS), Standar Operasional Prosedur

Kata Kunci : Kata kunci : retensi, Komite Akreditasi Rumah Sakit (KARS), Standar Operasional Prosedur

**REVIEW THE RETENTION OF MEDICAL RECORD DOCUMENT BASE
ON COMMITTEE ON ACCREDITATION OF HOSPITAL (KARS) POLICY
IN REGIONAL PUBLIC HOSPITAL OF AMBARAWA YEAR 2016**

ITA MEIMONANIESHA

(Lecturer : Retno Astuti Setijaningsih, SS, MM)

*Diploma of Medical Record - D3, Faculty of Health Science,
DINUS University*

www.dinus.ac.id

Email : 422201301352@mhs.dinus.ac.id

ABSTRACT

Retention is the transfer of non-active medical records document to inactive filing for the reduction the number of medical record documents on active filing shelf. The results of initial survey indicates a problem of adding the document and can not be saved into a rack so that a full rack. The purpose of this study determined the implementation of non-active document retention in Regional Public Hospital of Ambarawa according to accreditation standards organized by the Committee on Accreditation of Hospitals (KARS). Based on retention activities, it can be seen the active and non-active document determined by last visit and procedure that remain in the hospital.

This type of research was descriptive and cross sectional approach. The method of collecting data were interviews and observation.

Research result showed supporting policy the implementation of retention did not in accordance to the Committee on Accreditation of Hospitals (KARS) because the absence of retention schedules in Standard Operating Procedure of retention which plays an important role to determine the retention period of medical record documents. There was no record list of medical record that moved from active to inactive.

Researcher suggested the need for records retention schedule policies and Standard Operating Procedures retention of medical records, record of document that transferred from active to inactive.

keyword : retention, Hospital Accreditation Committee (KARS), Standard Operating Procedures

Keyword : keyword : retention, Hospital Accreditation Committee (KARS), Standard Operating Procedures