

**Evaluasi Fungsi Kerja Assembling dalam Rangka Peningkatan
Kelengkapan Dokumen Rekam Medis Di Rumah Sakit Islam Kendal
Tahun 2016**

FEBRIANA KUSUMAWATI

(Pembimbing : Jaka Prasetya, M.Kes)

*Rekam Medis&Info. Kesehatan - D3, FKes, Universitas Dian
Nuswantoro*

www.dinus.ac.id

Email : 422201301410@mhs.dinus.ac.id

ABSTRAK

Berdasarkan survei awal di bagian assembling Rumah Sakit Islam Kendal dari 10 dokumen rekam medis pasien rawat inap, terdapat 40% dokumen rekam medis tidak lengkap. Hal itu disebabkan karena kurangnya sarana atau alat bantu seperti kartu kendali untuk menuliskan hal-hal yang tidak lengkap sehingga tidak ada pengendalian ketidaklengkapan, tidak ada buku ekspedisi serah terima dokumen dan tugas tambahan petugas assembling untuk memberi kode dan mengentri kode.

Jenis penelitian yang digunakan adalah deskriptif. Metode pengumpulan data adalah observasi dan wawancara. Subjek penelitian adalah 5 petugas assembling. Objek penelitian adalah dokumen rekam medis, kebijakan, Standar Operasional Prosedur, pelaksanaan fungsi kerja assembling. Instrumen penelitian adalah pedoman wawancara dan check list. Metode pengolahan data melalui tahap pengumpulan, editing, tabulating dan penyajian data. Selanjutnya dibandingkan dengan teori.

Hasil penelitian menunjukkan semua petugas hanya mengetahui tiga tugas assembling yaitu mengurutkan dokumen, meneliti kelengkapan dan mendistribusikan dokumen ke bagian koding. Kebijakan assembling menjadi satu dengan Standar Operasional Prosedur. Ada butir tugas yang belum tertera pada Standar Operasional Prosedur seperti pengendalian nomor rekam medis dan formulir, petugas hanya melaksanakan tiga fungsi kerja assembling saja seperti mengurutkan dokumen, meneliti kelengkapan dan mendistribusikan dokumen ke bagian koding. Persentase ketidaklengkapan sebesar 40% pada formulir resume keluar yaitu review autentifikasi dan pelaporan. Sebesar 40% petugas belum melaksanakan fungsi kerjanya sesuai dengan Standar Operasional Prosedur.

Sebaiknya menambahkan tugas pokok yang belum tertera pada Standar Operasional Prosedur seperti pengendalian formulir rekam medis dan penggunaan nomor rekam medis, tiap bagian diberi penanggung jawab agar petugas dapat berfokus pada satu pekerjaan saja, evaluasi beban kerja assembling untuk menentukan petugas yang dibutuhkan dibagian assembling.

Kata Kunci : Pengetahuan, Kebijakan, Assembling

Kata Kunci : Pengetahuan, Kebijakan, Assembling

**Evaluation The Work Functions Of Assembling In Order To Improve
Completeness Of Medical Record Documents In Islamic Hospital
Kendal 2016**

FEBRIANA KUSUMAWATI

(Lecturer : Jaka Prasetya, M.Kes)

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

www.dinus.ac.id

Email : 422201301410@mhs.dinus.ac.id

ABSTRACT

Based on preliminary survey of assembling unit at the Islamic Hospital Kendal, from 10 inpatient medical records documents, there were 40% incomplete document. That's because of lack of instrument or tools such as control cards to write things that did not complete and therefore no control of incompleteness, no expedition books to handover the document also additional duty of assembling officers to provide the code and entry the code.

This type of research was descriptive. Data collection methods were observation and interviews. Subjects were 5 assembling officers. The research object were medical records document, policies, Standard Operating Procedures, the implementation the work function of assembling. The research instrument were interview guides and check lists. Methods of data processing through the collection, editing, tabulating, and presenting data. Furthermore, compared with the theory.

The results showed all assembling officers only know three duty ie sorting of documents, examine the completeness and distribute documents to coding unit. Assembling policies include with Standard Operating Procedures. There were tasks that have not been listed on Standard Operating Procedures such as controlling medical record number and form, they just carry out three functions such as sort the documents, examine the completeness and distribute documents to the coding unit. Incompleteness percentage were 40% on the forms of resume based on authentication and reporting review. By 40% of the officers did not carry out its function in accordance with Standard Operating Procedures.

Researcher recommend to adds basic tasks that have not been listed in the Standard Operating Procedures such as control of form and the use of medical record number, each section given a person in charge so that the officer can focus on one task, evaluation workload of assembling to determine workers that qualified on assembling section.

Keywords : Knowledge, Policy, Assembling

Keyword : Knowledge, Policy, Assembling