

**Analisa Kebutuhan Tenaga Kerja Petugas Assembling dan Koding
Berdasarkan Teori WISN di Rumah Sakit Umum Daerah Ungaran
pada Tahun 2016**

VIVIENE PITALOKA SARI DEWI

(Pembimbing : Maryani Setyowati, M.Kes)

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

www.dinus.ac.id

Email : 422201301432@mhs.dinus.ac.id

ABSTRAK

RSUD Ungaran merupakan rumah sakit tipe C. Berdasarkan survei awal jumlah petugas assembling dan koding rawat inap masing-masing berjumlah 1 petugas. Di bagian assembling terjadi penumpukan dokumen yang berdampak pada pelayanan unit lain seperti kerja petugas koding rawat inap yang juga mengalami penumpukan dokumen. Untuk itu kesesuaian antara beban kerja dengan banyaknya jumlah petugas harus diperhatikan. Tujuan penelitian ini adalah mengetahui beban kerja dan kebutuhan petugas assembling dan koding rawat inap di RSUD Ungaran pada tahun 2016.

Penelitian ini menggunakan jenis penelitian deskriptif dengan metode observasi dan wawancara dan pendekatan cross sectional. Subjek adalah 1 petugas assembling dan 1 petugas koding rawat inap. Objek penelitian adalah dokumen rawat inap. Analisa data secara deskriptif.

Hasil pengamatan di RSUD Ungaran, petugas assembling dan koding rawat inap telah melakukan pekerjaan sesuai dengan deksripsi pekerjaan. Waktu kerja tersedia petugas assembling selama 1 tahun adalah 1813,5 jam/tahun sedangkan petugas koding rawat inap adalah 1794 jam/tahun. Kuantitas kegiatan pokok tahun 2016 petugas assembling adalah 14508 dokumen sedangkan petugas koding rawat inap adalah 14628 dokumen. Standar beban kerja selama 1 tahun petugas assembling adalah 27900 dokumen sedangkan koding rawat inap adalah 19570,9 dokumen. Dari hasil perhitungan dengan metode WISN didapatkan dibutuhkan 2 petugas koding rawat inap sehingga perlu penambahan 1 petugas.

Berdasarkan perhitungan diketahui bahwa penambahan tenaga kerja di bagian koding rawat inap merupakan dampak banyaknya tugas yang harus dikerjakan sehingga perlu adanya keseimbangan antara beban kerja dengan jumlah petugas agar tidak timbul kelelahan yang akan mempengaruhi produktivitas kerja. Sebaiknya dilakukan penambahan 1 petugas koding rawat inap dan menempatkan petugas khusus koding rawat inap.

Kata kunci : petugas assembling, petugas koding rawat inap, beban kerja, WISN

Kata Kunci : petugas assembling, petugas koding rawat inap, beban kerja, WISN

**ANALYSIS THE NEEDS OF ASSEMBLING AND CODING OFFICER
BASED ON WISN THEORY AT RSUD UNGARAN YEAR 2016**

VIVIENE PITALOKA SARI DEWI

(Lecturer : Maryani Setyowati, M.Kes)

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

www.dinus.ac.id

Email : 422201301432@mhs.dinus.ac.id

ABSTRACT

Ungaran Hospital is a type C hospital. Based on the initial survey the number of assembling and inpatient coding officers each was 1 officer. In assembling, there were accumulation of documents which impact to other units such as accumulation of inpatient coding. Therefore the match between the workload and the number of officers must be considered. The purpose of this study determined the workload and needs of assembling and coding personnel in inpatient unit Ungaran Hospital in 2016.

This was descriptive research with observation and interview methods and cross sectional approach. The subject were one assembling officer and one inpatient coding officer. The research object were inpatient document. Data analyzed descriptively

The observation in Ungaran hospital, assembling officers and inpatient coding has been doing the job according to the job description. Available working time of assembling officer for 1 year was 1813.5 hours / year whereas inpatient coding officer was 1794 hours / year. The quantity of the main activities in 2016 was 14 508 document of assembling officer while the inpatient coding officer was 14628 documents. The standard of workload for 1 year was 27900 documents for assembling officers while inpatient coding was 19570.9 document. From the calculation of WISN method takes two officers of inpatient coding so it needs the addition of one officer.

Based on the calculation known that the addition of labor at the inpatient coding is the impact of the number of tasks that must be done so that it need for a balance between the workload and the number of officers in order to avoid the fatigue that effects the productivity. Preferably, the addition one officer of inpatient coding and placing specialized staff of inpatient coding.

Keywords : assembling officer, inpatient coding officers, workload, WISN

Keyword : assembling officer, inpatient coding officers, workload, WISN