

Efektivitas SOP Untuk Pelaksanaan Retensi di Filing RSJD Dr. Amino Gondohutomo Provinsi Jawa Tengah Tahun 2016

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ABSTRAK

Berdasarkan studi pendahuluan terhadap petugas Rekam Medis di RSJD Dr Amino Gondohutomo Semarang, dijumpai kesulitan pencarian dokumen rekam medis inaktif dan dari 25 sampel pengambilan satu dokumen dilakukan rata-rata selama 10 menit. Selain itu masih terjadi tumpukan dokumen hasil retensi yang ditempatkan di lantai filing inaktif. Tujuan penelitian ini adalah mengidentifikasi efektivitas pelaksanaan pengelolaan dokumen di RSJD Dr Amino Gondohutomo Semarang.

Jenis penelitian adalah deskriptif dan pendekatan cross sectional dan metode penelitian observasi dan wawancara. Subjek ialah 3 petugas filing, dan objeknya kebijakan pengelolaan dokumen inaktif, Standar Prosedur Operasional pengelolaan dokumen inaktif, dokumen inaktif tahun 2010 penyakit skizofrenia paranoid. Instrumen penelitian adalah pedoman observasi dan pedoman wawancara. Data Analisis secara deskriptif

Berdasarkan hasil penelitian di RSJD Dr Amino Gondohutomo Semarang sudah mempunyai kebijakan pengelolaan dokumen, namun belum menyatakan kewajiban petugas filing tentang pengelolaan dokumen Inaktif, belum mempunyai Standar Prosedur Operasional pengelolaan dokumen inaktif, penyimpanan dokumen inaktif dengan menggunakan Terminal Digit Filing (TDF), dokumen efektif ada 20%, dokumen tidak efektif ada 80%. Dokumen tidak efektif karena waktu pengambilannya lebih dari 1 menit. Dokumen aktif yang dipindahkan ke inaktif belum dicatat semuanyadidalam daftar pemindahan dokumen. Pemilihan dokumen aktif berdasarkan tanggal terakhir pasien berobat, sedangkan cara penyimpanan ditumpuk dan masih menggunakan sistem penjajaran Terminal Digit Filing (TDF).

Saran bagi RSJD Dr Amino Gondohutomo Semarang adalah menambahkan kebijakan tentang kewajiban petugas filing dalam pengelolaan dokumen Inaktif, membuat Standar Prosedur Operasional pengelolaan dokumen Inaktif, sebaiknya sistem penyimpanan dokumen inaktif berdasarkan klasifikasi penyakit di Jadwal Retensi Arsip (JRA) supaya pengambilan dokumen lebih mudah, dan penataan dokumen sebaiknya dengan cara di tumpuk sehingga dokumen yang belum disimpnannya bisa disimpan ke dalam rak.

Kata Kunci : Kebijakan, SOP, Pengelolaan, Efektif, Tidak efektif

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**EFFECTIVENESS OF STANDARD OPERATING PROCEDURES FOR
THE IMPLEMENTATION OF INACTIVE MEDICAL RECORD
DOCUMENT MANAGEMENT IN FILING RSJD DR AMINO
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ABSTRACT

Based on a preliminary study to the medical record officer in RSJD Dr. Amino Gondohutomo Semarang, encountered difficulties searching of inactive medical records document and retrieval 25 samples of the documents done on average for 10 minutes. Also occurred accumulation of document retention that placed on the floor of inactive filing. The purpose of this study identified the effectiveness the implementation of document management in RSJD Dr. Amino Gondohutomo Semarang.

This type of research was descriptive and cross sectional approach and methods were observation and interviews. Subject were 3 filing officer, and the object were policy of inactive document management, Standard Operating Procedures inactive document management, inactivated document of paranoid schizophrenia in 2010. The research instrument were observation and interview guides. Data analyzed descriptively.

Based on the results research in RSJD Dr. Amino Gondohutomo Semarang already have policy of document management, but the policy did not mention an obligations of officer to inactive document management, did not have Standard Operating Procedures of inactivate document management, storage of inactivate document by Terminal Digit Filing (TDF), effective document was 20%, ineffective document was 80%. Ineffective documents occurred because time of document retrieval taken more than 1 minute. Active documents that transferred to inactive did not recorded on the register of transferred documents. Selection of active documents based on the date of last visit, while the storage stacked and the alignment system were Terminal Digit Filing (TDF).

Suggestions for RSJD Dr. Amino Gondohutomo Semarang is adding a policy on obligations of officer to manage inactivate document, create Standard Operating Procedures of inactive document management, storage system of inactivate document should be classified base on the diseases on Schedule of Document Retention (JRA) so that document easier to retrieve, and the arrangement of document should be stacked so that the unsaved document will be stored into the rack.

Keywords : Policies, Standard Operating Procedures, Retrieval, Effective, Ineffective

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