

**TINJAUAN KARAKTERISTIK PETUGAS DAN PENGETAHUAN  
PETUGAS ASSEMBLING TENTANG PELAKSANAAN TUGAS POKOK  
DAN FUNGSI ASSEMBLING DI RSUD SUNAN KALIJAGA DEMAK  
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**ABSTRAK**

Karakteristik petugas mempengaruhi perilaku petugas dalam merakit dokumen pasien yang meliputi : pendidikan, usia, jenis kelamin, masa kerja dan pelatihan. Dalam rumah sakit prosedur tetap adalah hal yang harus tersedia, memiliki tujuan dan langkah-langkah yang telah dibakukan untuk menyelesaikan suatu proses kerja rutin tertentu. Pada survei awal di RSUD Sunan Kalijaga Demak dalam pelaksanaan tugas pokok dan fungsi assembling belum berjalan optimal. Petugas berjumlah 3 orang dan masih ditemukan penumpukan DRM setiap harinya antara 10-20 DRM. Pendidikan terakhir petugas yang tamatan SMA. Tujuan dari penelitian ini adalah mendeskripsikan prosedur tetap yang berlaku, tugas pokok dan fungsi assembling, karakteristik petugas dan pengetahuan petugas terhadap tugas pokok dan fungsi assembling di RSUD Sunan Kalijaga Demak.

Jenis penelitian yang digunakan adalah deskriptif dengan pendekatan cross sectional. Populasi adalah 3 orang petugas assembling. Metode pengumpulan data dengan metode observasi dan wawancara. Pengolahan datanya adalah editing dan tabulasi. Kemudian data dianalisis secara deskriptif.

Hasil penelitian menunjukkan tingkat pendidikan 66,7 % responden adalah SMA dan 33,3 % responden berpendidikan D3 RMIK. Hal itu menunjukkan bahwa yang mengerti tentang ilmu rekam medis sedikit. Ada 33,3% responden yang bekerja > 10 tahun dan 66,7 % responden bekerja < 10 tahun. Hal itu menunjukkan bahwa petugas kurang mempunyai pengalaman. Ada 66,7% responden menyatakan pernah mengikuti pelatihan dan 33,3 % responden yang belum pernah mengikuti pelatihan rekam medis, hal itu menunjukkan kurangnya pengetahuan responden.

Oleh karena itu disarankan, petugas untuk membagi tugas sesuai pengetahuan yang dimiliki, masing-masing petugas assembling agar menyerahkan dokumen pasien ke bagian koding tepat waktu.

Kata Kunci : Karakteristik, Pengetahuan, Tugas pokok dan Fungsi Assembling, Penumpukan DRM

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**REVIEW THE CHARACTERISTICS AND KNOWLEDGE OF  
ASSEMBLING OFFICERS ON THE IMPLEMENTATION OF MAIN  
TASKS AND FUNCTIONS OF ASSEMBLING IN REGIONAL PUBLIC  
HOSPITAL SUNAN KALIJAGA DEMAK YEAR 2016**

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**ABSTRACT**

Characteristics of officers influence behavior of officers in assembling patients document include: education, age, sex, work experience and training. In the hospital, the procedure were something that should be available, to have goals and steps that have been standardized to complete a routine work process. In the initial survey in Sunan Kalijaga Demak hospital, the implementation of basic tasks and functions of assembling not run optimally. Officers were 3 people and every day were found accumulation of document between 10-20 document. Officers graduated from high school. The purpose of this study described the procedures, duties and functions of assembling, characteristics and knowledge of officer toward duties and functions of assembling in Sunan Kalijaga Demak hospitals.

This type of research was descriptive with cross sectional approach. Population were 3 assembling officer. Data collected by observation and interview methods. Data processing through editing and tabulation. Then the data analyzed descriptively.

The results showed 66.7% level of education was high school and 33.3% respondents educated medical record diploma. It showed that the knowledge of medical records slightly. There were 33.3% of respondents who worked > 10 years and 66.7% of respondents worked <10 years. It showed that the officer less experienced. There were 66.7% of respondents said that they had attended training and 33.3% of respondents who have not been trained on medical record, it showed lack of knowledge.

Researcher recomend to divide the tasks according to their knowledge, each assembling officer to hand over the patient documents to coding in a timely.

Keywords : Characteristics, Knowledge, Main tasks and functions Assembling, Stacking medical record document

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