

TINJAUAN PENGELOLAAN FILING DALAM PELAKSANAAN RETENSI DI RSI KENDAL TAHUN 2016.

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ABSTRAK

Berdasarkan survey awal di Bagian Filing Rumah Sakit Islam Kendal Petugas filing mengalami kesulitan dalam pencarian dokumen rekam medis pasien yang berobat pada tahun 2010 sampai 2012. Seharusnya dokumen tersebut terletak pada rak filing in-aktif. Tujuan penelitian ini adalah mengidentifikasi pengelolaan filing dalam pelaksanaan retensi di RSI Kendal Tahun 2016.

Jenis penelitian yang digunakan adalah penelitian deskriptif observasional. Subjek penelitian adalah 4 petugas yang pernah melakukan filing. Objek penelitian adalah Dokumen Rekam Medis inaktif dari indeks penyakit 5 tahun terakhir. Instrumen penelitian menggunakan pedoman observasi dan wawancara.

Hasil penelitian menunjukkan sudah terdapat sarana retensi di bagian filling meliputi KIUP, Buku Register, Indeks Penyakit. Standar Operasional Prosedur belum menjelaskan alat-alat yang digunakan untuk pelaksanaan retensi. kebijakan filing masih tergabung dengan Standar Operasional Prosedur. 3 petugas filing berpendidikan terakhir SMA dan 1 petugas berpendidikan terakhir D3 Rekam Medis. penyakit paru-paru belum tertera pada jadwal retensi arsip, Pelaksanaan retensi belum sesuai dengan Standar Operasional Prosedur yang berlaku.

Sebaiknya Kebijakan retensi dipisahkan dengan Standar Operasional Prosedur. Memberikan pelatihan pada petugas tentang pengelolaan dokumen rekam medis, sehingga pelaksanaan retensi dapat berjalan dengan lebih baik, menambahkan kategori penyakit paru di Jadwal Retensi Arsip, seharusnya menggunakan alat bantu atau sarana seperti KIUP, Indeks Penyakit, Tracer, Buku Register dalam pelaksanaan retensi.

Kata Kunci : Pengetahuan, Kebijakan, Standar prosedur operasional, Retensi

REVIEW OF FILING MANAGEMENT ON THE DOCUMENT RETENTION IN KENDAL ISLAMIC HOSPITAL 2016

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ABSTRACT

Based on preliminary survey in Filing Section Islamic Hospital Kendal, filing officers had difficulty in finding a medical records document of patients who got medication around year 2010 until 2012. These documents should be placed on the in-active filing shelf. The purpose of this study was to identified filing management on document retention in Kendal Islamic Hospital, 2016.

This study was descriptive observational study. Subjects study were four officers who have done filing. Object study was Medical Record Documents of inactive disease index last 5 years. Research instruments used observation and interview guides.

The results showed there have been retention facilities at the filling section including MPI, Register Book, Disease Index. Standard Operational Procedures have not explained the tools for retention. Filing policy was linked to the Standard Operational Procedures. 3 filing clerk was graduated from high school and one officer graduated from Diploma (DIII) of Medical Record. Lung disease has not been listed in the document retention schedules retention has not been correspond to the applicable Standard Operating Procedure.

We recommend that Retention policies should be separated with Standard Operational Procedures. Provide management of medical record documents training to officers so that retention could run better, added the category of lung disease in Archive Retention Schedule, supposed to use tools such as MIP, Disease Index, Tracer, Books Register in retention.

Keyword : Knowledge, policy, standard operational procedures, Retention