

**TINJAUAN FAKTOR-FAKTOR KENDALA PELAKSANAAN RETENSI  
DOKUMEN REKAM MEDIS RAWAT JALAN DI FILING RSUD DR.  
SOEDOMO KABUPATEN TRENGGALEK TAHUN 2016**

**TUWARDI**

(Pembimbing : Dyah Ernawati, S.Kep,Ns,M.Kes)  
*Rekam Medis&Info. Kesehatan - D3, FKes, Universitas Dian  
Nuswantoro  
www.dinus.ac.id  
Email : 422201301439@mhs.dinus.ac.id*

**ABSTRAK**

Retensi adalah suatu kegiatan memisahkan dokumen rekam medis aktif dan inaktif . Berdasarkan survei awal, pada filing rawat jalan terdapat penumpukan dokumen yang tidak beraturan di RSUD dr. Soedomo. Terdapat hambatan pada pelaksanaan retensi karena kekurangan petugas filing rawat jalan serta sarana dan prasarana yang kurang mendukung pelaksanaan retensi. Penelitian ini bertujuan untuk mengetahui faktor faktor kendala pelaksanaan retensi dokumen rawat jalan di filing RSUD dr. Soedomo Kab. Trenggalek tahun 2016.

Penelitian ini merupakan penelitian deskriptif dengan metode observasi dan wawancara dengan pendekatan cross sectional. Subjek dalam penelitian ini adalah 4 petugas filing. Objek penelitian adalah prosedur retensi. Data dianalisa secara deskriptif

Berdasarkan hasil pengamatan, Petugas kurang memahami kegiatan retensi. Petugas belum pernah mendapatkan pelatihan tentang rekam medis. Kebijakan tentang rentensi sudah ada namun Standar prosedur operasional belum ada, dan kurangnya sarana prasarana yang dibutuhkan dalam kegiatan retensi seperti KIUP, indeks dan petugas filing belum sepenuhnya menjalankan langkah prosedur retensi. Prosedur retensi baru berjalan 40%. Sehingga terjadi penumpukan dokumen yang tidak beraturan.

RSUD dr. Soedomo Kab. Trenggalek perlu mengadakan pelatihan tentang rekam medis bagi petugas filing khususnya tentang pelaksanaan retensi, membuat jadwal daftar retensi, membuat Standard Prosedur Operational retensi, menambah sarana prasarana seperti KIUP dan indeks.

Kata Kunci : Petugas filing, retensi, faktor kendala retensi, DRM rawat jalan

**REVIEW OF MEDICAL RECORD RETENTION PROBLEM FACTORS IN  
OUTPATIENT FILING DR. SOEDOMO REGIONAL PUBLIC HOSPITAL,  
TRENGGALEK 2016**

**TUWARDI**

(Lecturer : Dyah Ernawati, S.Kep,Ns,M.Kes)  
*Diploma of Medical Record - D3, Faculty of Health Science,  
DINUS University  
www.dinus.ac.id  
Email : 422201301439@mhs.dinus.ac.id*

**ABSTRACT**

Retention was an activity to separate between active and inactive medical records. Based on preliminary survey, there were irregular accumulation of outpatient documents in the filling dr. Soedomo Regional Public Hospital. There constraints on the retention due to lack of number outpatient filling officers and the facilities did not support retention. The purpose of this study was to identify Medical Record Retention Problem Factors In Outpatient Filing dr. Soedomo Regional Public Hospital, Trenggalek 2016.

This study was descriptive study with cross sectional approach. Data collection by observational and interviews. Subjects in this study were 4 filing officers. Object of study was retention procedures. Data were analyzed in descriptive.

Based on observations, Officer have lack of knowledge about retention activities. The officer had never received training in medical records. There were retention policy but there have not standard operational procedures, and lack of facilities and infrastructure for retention activities such as MPI, indexing and filing officer has not fully run the whole retention procedure. It caused irregular accumulation of documents.

dr. Soedomo Regional Public Hospital Trenggalek needs to conduct training of medical records for filing officer regarding retention, make retention listing schedule, make standard operational procedures of retention, increase infrastructure such as MPI and indexes.

Keyword : filing clerk, retention, retention limiting factor, DRM outpatient