TINJAUAN PELAKSANAAN SISTEM PENGELOLAAN DOKUMEN REKAM MEDIS DI FILLING PUSKESMAS GUNUNGPATI SEMARANG

RIZQI AMALIA
(Pembimbing : Arif Kurniadi, M.Kom)
Rekam Medis&Info. Kesehatan - D3, FKes, Universitas Dian Nuswantoro
www.dinus.ac.id
Email : 422201301311@mhs.dinus.ac.id

ABSTRAK

Program Studi DIII Rekam Medis dan Informasi Kesehatan
Fakultas Kesehatan Universitas Dian Nuswantoro
Semarang
2016
ABSTRAK

RIZQI AMALIA
TINJAUAN PELAKSANAAN SISTEM PENGELOLAAN DOKUMEN REKAM MEDIS DI FILLING PUSKESMAS GUNUNGPATI SEMARANG 2016.
Xi + 60 hal + 2 tabel + 2 gambar + 5 lampiran
Pelayanan Kesehatan di suatu Puskesmas berhubungan erat dengan sistem pengelolaan rekam medis. Pada pengelolaan dokumen rekam medis ditemukan adanya misfile dan hilangnya family folder sehingga informasi kesehatan pasien menjadi tidak berkesinambungan. Hal tersebut terjadi karena tidak adanya tracer dan tidak ada pengawasan pada pada proses pengembalian family folder dari poli ke filling. Sistem penjajaran yang digunakan adalah Straight Numerical Filling (SNF). Tujuan penelitian ini untuk mengetahui pelaksanaan pengelolaan dokumen rekam medis di filling.
Penelitian ini menggunakan metode observasi dan wawancara dengan pendekatan cross sectional. Subjek penelitian Ka.Sub.bag.TU ,petugas pendaftaran dan petugas filling. Data dianalisa secara deskriptif.
Berdasarkan hasil penelitian di Puskesmas Gunungpati semarang belum memiliki standar prosedur operasional tentang sistem penyimpanan dokumen. Sistem Penjajaran menggunakan Straight Numerical Filling (SNF) dan sistem penyimpanan dengan sistem sentralisasi. Dokumen rawat inap maupun rawat jalan digabungkan menjadi satu family folder. Tingkat kejadian misfile sebesar 43,33%.
 Disimpulkan bahwa pelaksanaan pengelolaan dokumen belum dilaksanakan dengan maksimal. Disarankan untuk menggunakan tracer untuk melacak keluar masuknya dokumen dan dibuatkan standar prosedur operasional tentang penyimpanan family folder untuk memudahkan pengembalian dan pengambilan dokumen rekam medis ke rak dengan tepat dan cepat

Kata Kunci : sistem penyimpanan,penomoran,kejadian misfile.
Kepustakaan : 18 (1994- 2016)

Kata Kunci   :   sistem penyimpanan,penomoran,kejadian misfile

REVIEW OF MEDICAL RECORDS FILING MANAJEMENT IN PRIMARY HEATH CARE GUNUNGPATI SEMARANG 2016.

RIZQI AMALIA
(Lecturer : Arif Kurniadi, M.Kom)
Diploma of Medical Record - D3, Faculty of Health Science,
DINUS University
www.dinus.ac.id
Email : 422201301311@mhs.dinus.ac.id

ABSTRACT

Diploma Degree (D-3) of Medical Records and Health Information
Faculty of Health, Dian Nuswantoro University
Semarang
2016

ABSTRACT
RIZQI AMALIA
REVIEW OF MEDICAL RECORDS FILING MANAJEMENT IN PRIMARY HEATH CARE GUNUNGPATI SEMARANG 2016.
Xi + 60 pages + 2 tables + 2 figures + 5 appendixs
 .
Primary Health Care associated with medical record management system. In the medical records management, there were misfile incident and some of family folder were lost, so that patient health information becomes unsustainable. it was happened because of the absence of tracer and no supervision on the family folder take/return process from clinic to filing section. Alignment system used Straight Numerical Filling. The purpose of this study was to investigate filing management of medical records.
This study used observation and interviews with a cross sectional approach. Subject Research were Chief of Administration Section, admissions officer and filling officer. Data were in descriptive analysis.
Based on this research, Primary Health Care Gunungpati semarang not have a standard operating procedure of document storage systems. Alignment System used Straight Numerical Filling (SNF) and storage systems used centralized system. Inpatient and outpatient document were combined into the same family folder. Misfile incidence rate was 43.33%..
The use of tracer to track the entry and exit of the document were needed and create standard operating system implementation juxtaposition. To facilitate the return and retrieval of medical records documents to rack properly and quickly.

Keywords : Storage System, Numbering,Misfile incidence.
Bibliography : 18 (1994- 2016)

Keyword   :   Storage System, Numbering,Misfile incidence