

TINJAUAN PENGELOLAAN DRM DI FILING RAWAT JALAN RSUD RAA SOEWONDO PATI TAHUN 2016

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ABSTRAK

Pelaksanaan Pengelolaan dokumen rekam medis di filing rawat jalan RSUD RAA Soewondo Pati terdapat 56 kejadian misfile atau 2,1% dari 10 sub rak yang diamati. Kode warna yang ditempel pada dokumen rekam medis mudah terlepas. Masih banyak dokumen rekam medis yang diletakkan di lantai dan di samping rak penyimpanan, tracer tidak diselipkan di rak penyimpanan, terdapat 0,9% kejadian duplikasi dokumen rekam medis pasien. Tujuan penelitian ini adalah mengidentifikasi pengelolaan DRM di filing rawat jalan.

Penelitian ini merupakan penelitian deskriptif. Pengambilan data dengan melakukan observasi dan wawancara. Subjek penelitian ini adalah 4 orang petugas filing rawat jalan. Objek penelitian adalah seluruh dokumen rekam medis rawat jalan.

Sistem penyimpanan yang digunakan adalah sistem desentralisasi, dengan unit numbering system dan sistem penjajaran berdasar terminal digit filing. Tracer di bagian filing tidak digunakan sebagaimana fungsinya, kode warna yang digunakan mudah terlepas dari foldernya. Beberapa petugas belum pernah mendapatkan pelatihan tentang pengelolaan dokumen rekam medis di filing rawat jalan. RSUD RAA Soewondo Pati belum mempunyai standar prosedur operasional tentang pengelolaan dokumen rekam medis di filing rawat jalan. Terdapat missfile 2,2% (292 /13.469 dokumen rekam medis).

Saran yang diberikan adalah sistem penyimpanan yang digunakan sebaiknya sistem sentralisasi, memperbaiki sistem penjajaran dengan menerapkan sistem angka akhir, tracer digunakan sesuai dengan fungsinya, mencetak kode warna pada folder, memberi pelatihan bagi petugas filing, membuat standar prosedur operasional tentang pengelolaan dokumen rekam medis di filing rawat jalan.

Kata Kunci : Filing, tracer, SOP, Missfile.

**REVIEW OF OUTPATIENT MEDICAL RECORDS FILING
MANAGEMENT IN RAA SOEWONDO REGIONAL PUBLIC HOSPITAL,
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ABSTRACT

In filing management of outpatient medical records in RAA Soewondo Pati Regional Public Hospital, there were 56 missfile incidence (2.1%) from 10 sub rack. The color codes easily detached from documents. Some medical record documents placed on the floor and beside the storage racks, tracer were not inserted in the storage rack, there were 0.9% duplication incidence of patients medical records. The purpose of this study was to identify the filing management of outpatient medical records.

Type of this study was descriptive. Collecting data by observation and interviews. The subjects study were 4 outpatient filing officers. The object study were outpatient medical records.

The storage system used decentralized system, with units numbering system and alignment system based on terminal digit filing. Tracer was not used as its function, the color code easily detached from their folder. Several officers have not been trained of filing management of outpatient medical records. RAA Soewondo Regional Public Hospital Pati did not have a standard operational procedure on the filing management of outpatient medical record. There were 2.2% missfile incidence (292 /13.469 medical records).

Recommendation, The storage system should be in centralized system, improving system of alignment by applying terminal digit filing, using tracer as its function, print out color codes on the folder, trained the filing officers, making standard operational procedures of filing management of outpatient medical records.

Keyword : Filing,tracer, Standard operational procedures, Missfile.