

**EFEKTIVITAS PENGGUNAAN TRACER DALAM MENCEGAH  
KEJADIAN MISSFILE DI RSUD Dr. M. ASHARI PEMALANG TAHUN  
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**ABSTRAK**

Proses peminjaman dan pengembalian dokumen rekam medis DI RSUD Dr.M.Ashari Pemalang belum menggunakan tracer. tracer dapat mencegah kejadian missfile, Karena dokumen yang diambil dari rak penyimpanan tercatat di tracer. Sarana pendukung lain dalam pencegahan kejadian missfile yaitu buku bon peminjaman. Keduanya saling berkesinambungan sehingga harus diterapkan guna mencegah kejadian missfile

Jenis penelitian ini adalah deskriptif. pengumpulan data menggunakan observasi dan wawancara kepada 6 petugas filing dan 1 kepala rekam medis. Dan sampel yang digunakan 50 sub rak dokumen rekam medis, 3 sub rak dipilih secara random untuk menerapkan percobaan penggunaan tracer

Berdasarkan penelitian di RSUD Dr.M.Ashari Pemalang peneliti menerapkan tracer pada sub rak 05, 26, dan 49 yang sebelumnya ditemukan kejadian missfile sebesar 11 kejadian. Setelah diterapkan tracer tidak ditemukan kejadian missfile. Selain itu petugas filing belum melaksanakan tupoksinya sesuai dengan SPO yang berlaku. Sebagian besar petugas filing tidak mengerti apa itu SPO dan isi dari SPO. Sehingga isi dari SPO belum seluruhnya dilaksanakan oleh petugas filing.

Peneliti menyarankan sebaiknya rumahsakit menerapkan penggunaan tracer, kemudian pihak rumah sakit mengadakan sosialisasi tentang standar prosedur operasional kepada seluruh karyawan, petugas filing diberi pelatihan tentang rekam medis.

Kata Kunci : Kata kunci : : tracer, missfile, dokumen rekam medis,filing

**THE EFFECTIVENESS OF TRACER TO PREVENT MISSFILE  
INCIDENCE IN Dr. M. ASHARI REGIONAL PUBLIC HOSPITAL  
PEMALANG 2016**

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**ABSTRACT**

Take/return process of medical record documents in dr.M.Ashari regional public hospital Pemalang were not used tracer.. Tracer may prevent the missfile incidence, because the documents retrieved from storage racks would be recorded in tracer. Another supporting facilities to prevent missfile incidence was "bona"™ borrowing books. Both are continuous and should be applied in order to prevent missfile incidence.

This type of research was descriptive. collecting data through observation and interviews to 6 filing officers and the chief of medical records. 50 sub rack of document medical records were used as a samples , 3 sub rack were selected randomly to applied experiments in the use of tracer.

Based on results study in dr.M.Ashari Regional Public Hospital Pemalang , after applied the tracer in the sub rack 05, 26, and 49 there were no any missfile incidence. Filing officers were not carry out their duties in accordance with standard operating procedures. Most filing officers did not understand what was standard operating procedures and its the contents. So that the contents of the standard operating procedures have not been fully implemented by the filing officer.

We recommend that, hospitals should implemented the use of tracer, then held a socialization of the standard operating procedures to all officers, filing officers should get training about medical records.

Keyword : Keywords : tracer, missfile, medical records, filing