TINJAUAN PELAKSANAAN PROSEDUR TETAP PENJAJARAN, TRACER DAN RETENSI DI BAGIAN FILING RAWAT JALAN RSUD SUNAN KALIJAGA DEMAK 2016

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ABSTRAK

Pelaksanaan prosedur tetap penjajaran di RSUD Sunan Kalijaga Demak belum sesuai dengan standar operasional prosedur yang berlaku. Petugas tidak menggunakan tracer yang sudah disediakan saat melakukan pengambilan dan pengembalian dokumen rekam medis. Bagian filing rawat jalan tidak melakukan retensi, sehingga terjadi penumpukan dokumen rekam medis di ruang filing.

Penelitian ini adalah penelitian deskriptif. Wawancara dilakukan untuk mengetahui karakteristik petugas filing dan sarana prasarana pendukung standar operasional petugas. Observasi dilakukan terhadap prosedur tetap penjajaran, tracer dan retensi untuk mengetahui kesesuaian pelaksanaan standar operasional prosedur.

Hasil penelitian, terdapat tiga petugas laki-laki dengan usia produktif dan telah mengikuti pelatihan sebagai petugas filing rawat jalan, sudah terdapat prosedur tetap penjajaran dan tracer untuk melaksanakan pengelolaan dokumen rekam medis di bagian filing rawat jalan dan prosedur tetap tentang pengelolaan dokumen rekam medis aktif dan in-aktif sebagai dasar pelaksanaan retensi, akan tetapi pada kenyataanya prosedur tersebut belum dilaksanakan secara keseluruhan terutama pada prosedur tetap tracer dan retensi yaitu tidak digunakannya tracer sebagai petunjuk keberadaan dokumen rekam medis yang keluar dari rak file.

Saran dari penelitian ini adalah melakukan sosialisasi protap penjajaran, tracer dan retensi, agar petugas dapat melaksanakan standar operasional dengan baik, melaksanakan retensi untuk mencegah penumpukan dokumen rekam medis, menggunakan tracer saat melakukan pengambilan dan pengembalian dokumen rekam medis sehingga mengurangi terjadinya missfile dokumen rekam medis

Kata Kunci   :   Standar Operasional Prosedur (SOP), Penjajaran, Tracer, Retensi

REVIEW OF STANDARD OPERATIONAL PROCEDURES ABOUT ALIGNMENT SYSTEM, TRACER AND RETENTION ON OUTPATIENT FILING SECTION IN SUNAN KALIJAGA REGIONAL PUBLIC HOSPITAL DEMAK, 2016

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ABSTRACT

The implementation of alignment system in Sunan Kalijaga Regional Public Hospital Demak were not in accordance with standard operational procedures. Officers were not using tracer that has been provided when done take/return of medical record documents. Outpatient filing section did not do retention, it was make an accumulation of medical record documents in the filing room.

This study was a descriptive study. Interviews were conducted to determine the characteristics of filing officers and supporting facilities of standard operational procedures. Observations conducted on the alignment procedure, tracer and retention to determine the suitability of standard operational procedures.

The results of the study, there were three male officers in their reproductive age and had been trained as an outpatient filing officer, there were standard procedure about alignment and tracer in medical records management at the filing outpatient and standard procedures of active and in-active medical record management as the basis for retention, but in fact the procedure has not been fully implemented, especially on a standard procedure of tracer and retention, there were not used tracer as guidance to find where were the existence of medical record documents that were out from the rack.

Suggestions from this study was conducted socialization about Standard operational procedures on alignment, tracer and retention, so that the officer could carry out standard operating properly, should done retention to prevent accumulation of medical records, used tracer while done take/return medical records to reduce missfile incidence.

Keyword   :   Standard Operationalg Procedure, Alignment, Tracer, Retention