

## **TINJAUAN PELAYANAN REKAM MEDIS BAGIAN PENDAFTARAN DI PUSKESMAS PATEAN KABUPATEN KENDAL TAHUN 2016**

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### **ABSTRAK**

Sistem penyimpanan di Puskesmas Patean menggunakan sistem desentralisasi dan penomoran rekam medis hanya digunakan pada DRM rawat jalan sedangkan DRM rawat inap hanya menggunakan nomor urut, akibatnya data pasien rawat jalan dan rawat inap tidak berkesinambungan. Tujuan umum penelitian ini adalah mengetahui pelayanan rekam medis bagian Pendaftaran di Puskesmas Patean Kendal.

Jenis penelitian yang digunakan adalah deskriptif, dengan pengambilan data secara observasi dan wawancara. Subjek penelitian adalah petugas pendaftaran dan kepala TU (Tata Usaha) sedangkan objek penelitian adalah pelayanan rekam medis bagian pendaftaran.

Berdasarkan hasil penelitian di Puskesmas Patean Kabupaten Kendal pelayanan rekam medis meliputi Unit Rawat Jalan, UGD, URI, assembling, koding, pendaftaran dan sistem pencatatan dan pelaporan puskesmas (SP3), sistem penomoran yang digunakan UNS (Unit Numbering System), sistem penjajaran yang digunakan adalah sistem penjajaran dengan nomor langsung atau SNR (Straight Numerical Registration), sistem penyimpanan menggunakan sistem desentralisasi, sarana yang terdapat di Pendaftaran meliputi rak penyimpanan, meja, kursi, buku register, DRM, map, dan alat tulis kerja, di Puskesmas Patean belum ada protap yang mengatur pelayanan rekam medis.

Puskesmas hendaknya untuk menambah kode keluarga, sistem penomoran rawat inap menggunakan UNS (Unit Numbering System), sistem penyimpanan menggunakan sentralisasi, perlu adanya KIUP (Kartu Indeks Utama Pasien), tracer, buku ekspedisi, dan kartu kendali pada bagian pendaftaran, dan perlu dibuat protap tertulis tentang pelayanan rekam medis di Puskesmas Patean.

Kata Kunci : Pelayanan rekam medis, pendaftaran, Puskesmas

## **REVIEW OF MEDICAL RECORD ADMISSION SERVICES IN PUBLIC HEALTH PATEAN KENDAL 2016**

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### **ABSTRACT**

The storage system in Primary Health Care Patean using decentralized system and numbering system only used in outpatient medical records, while the inpatient medical records using the serial number. It caused unsustainable outpatient and inpatient data. The purpose of this study was to determine the medical record admission services in Primary Health Care Patean Kendal.

This research used descriptive, data collection by observation and interviews. Subject study was admission officers and Chief of Administration Unit, Object Study was medical record admission services.

Based on this research, medical record services in Puskesmas Patean Kendal include Outpatient Unit, Emergency Unit, Inpatient Unit, assembling, coding, admission and recording and reporting system of primary health care (SP3), the numbering system were used Unit Numbering System, alignment system were used straight numerical registration, storage systems were used decentralized system, facilities in admission services section include storage racks, tables, chairs, books registers, medical records, folders and stationery, Primary health care Patean did not have standard operational procedures in medical record services.

Recommendations, Primary health care Patean need to add code for families, numbering system of inpatient should be used Unit Numbering System, the storage system should be used centralized system, made MPI, tracer, book expedition, and control cards at the admission section, and made standard operational procedures made about medical record services.

**Keyword** : medical record services, admision, Primary Health Care