

Tinjauan pelaksanaan pengelolaan filing untuk dokumen rekam medis (DRM) aktif di rumah sakit bhakti wira tamtama semarang tahun 2017

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ABSTRAK

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Abstract

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Tinjauan Pelaksanaan Pengelolaan Filing Untuk Dokumen Rekam Medis (DRM) Aktif Di Rumah Sakit Bhakti Wira Tamtama Semarang Tahun 2017

... + 72 Halaman + 8 Tabel + 4 Gambar + 6 Lampiran

... + 72 Pages + 8 Tables + 4 Figures + 6 Appendixs

Pengelolaan filing untuk dokumen rekam medis (DRM) aktif harus melindungi dari kerusakan dan kehilangan. Berdasarkan survey awal diketahui dari 250 dokumen rekam medis masih dijumpai 95 dokumen rekam medis yang rusak dan 10 dokumen rekam medis pasien yang hilang dari 250 dokumen rekam medis, Penelitian ini dilakukan untuk mengetahui pelaksanaan pengelolaan filing untuk dokumen rekam medis, Mendiskripsikan keamanan secara fisik, Biologi, Kimiawi, Sistem penyimpanan, Sistem peninjauan, Prosedur peminjaman, Mengidentifikasi ruang filing, Mengidentifikasi karakteristik petugas, Dan SOP di Rumah Sakit Bhakti Wira Tamtama Semarang.

Penelitian ini menggunakan metode deskriptif dan pendekatan studi kasus pengumpulan data melalui observasi terhadap 250 dokumen rekam medis, Dan 3 petugas filing dan 1 kepala rekam medis, Serta standar Prosedur Operasional.

Berdasarkan hasil penelitian ini, sistem penyimpanan menggunakan penyimpanan sentralisasi, Sistem peninjauan menggunakan Terminal Digit Filing. Keamanan dokumen secara fisik belum sesuai karena suhu ruang filing 29oC, kelembaban 83%. 100% keamanan dokumen secara biologi sudah sesuai. 60% keamanan dokumen secara kimiawi belum sesuai, 100% sistem penyimpanan dokumen sudah sesuai, 66,7% sistem peninjauan dokumen sudah sesuai, 80% sistem peminjaman dokumen belum sesuai, 100% sarana ruang filing belum sesuai, 100% karakteristik petugas belum sesuai, Tidak terdapat SOP tentang pemeliharaan dan keamanan dokumen rekam medis baik secara keamanan fisik, biologi, maupun kimiawi.

Unit Rekam Medis sebaiknya mengevaluasi pelaksanaan pengelolaan filing oleh petugas filing secara periodik. Unit rekam medis perlu SOP tentang pemeliharaan dan keamanan dokumen rekam medis berdasar

aspek fisik, biologi, kimiawi; dengan menyediakan tracer dan buku ekspedisi.

Kata kunci : Pelaksanaan pengelolaan filing, Dokumen rekam medis,

Melindungi dokumen rekam medis dari kerusakan dan kehilangan

Kepustakaan : 7 (2005-2014)

Kata Kunci : Pelaksanaan pengelolaan filing, Dokumen rekam medis,
Melindungi dokumen rekam medis dari kerusakan dan kehilangan

Overview pengelolaan implementation for document filing medical records (DRM) is active in the hospital bhakti enlisted officers semarang year 20017

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ABSTRACT

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Overview Document Management Implementation Filing For Medical Record (DRM) Active In Tamtama Wira Bhakti Hospital Semarang Year 2017

... + 72 pages + 8 Table + 4 + 6 Appendix Picture

... + 72 Pages + 8 + 4 Figures Tables + 6 Appendixs

Management for document filing medical records (DRM) must actively protect it from damage and loss. Based on the initial survey known than 250 document medical records still found 95 document medical records were broken and 10 documents patient medical records were missing from the 250 document medical records, research was conducted to determine the management of the filing to document medical records, describe the physical security, Biology , Chemical, storage systems, alignment systems, lending procedures, Identifying filing space, Identifying characteristics of the officers, and SOP in Tamtama Wira Bhakti Hospital Semarang.

This study used descriptive and case study approach of collecting data through observation of 250 document medical records, and 3 officers and 1 head of filing medical records, as well as standard operating procedures.

Based on these results, the storage system uses centralized storage, alignment system using Terminal Digit Filing. Physical security is not the appropriate documents for filing room temperature 29oC, humidity 83%. 100% biologically document security is appropriate. 60% chemically document security is not appropriate, 100% document storage systems are in compliance, 66.7% was appropriate document alignment system, 80% of loan system is not appropriate documents, 100% means not appropriate filing space, 100% characteristic is not appropriate officer, there is no SOP regarding maintenance and safety documents, both the security of medical records, physical, biological, and chemical.

Medical Record Unit should evaluate the management of the filing by filing clerk periodically. Medical records need to SOP regarding maintenance and safety of medical record documents based on the physical,

biological, chemical; by providing a tracer and expedition books.

Keywords: Implementation of filing management, document medical records,
Protect document medical records of damage and loss

Bibliography: 7 (2005-2014)

Keyword : The management of filing, document medical records,
Protect document medical records of damage and loss