

**Analisis Kepatuhan Petugas Asembling Terhadap Standar  
Operasional Prosedur Tentang Tugas Asembling di Unit Rekam  
Medis RSUD Kabupaten Brebes Tahun 2016**

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**ABSTRAK**

xix + 60 hal + 10 tabel + 4 gambar + 12 lampiran

Pada pengamatan yang dilakukan terhadap hasil analisa kuantitatif pada 10 dokumen rekam medis rawat inap di RSUD Kabupaten Brebes, didapatkan ketidaklengkapan pada review identifikasi sebanyak 40% dan ketidaklengkapan pada review autentifikasi sebanyak 20%, sebelumnya di RSUD Kabupaten Brebes tidak terdapat fungsi assembling, namun pada bulan Maret tahun 2016 mulai terdapat petugas assembling. Tujuan penelitian ini adalah untuk menganalisa kepatuhan petugas assembling terhadap Standar Operasional Prosedur (SOP) tentang tugas assembling di Unit Rekam Medis RSUD Kabupaten Brebes.

Jenis penelitian yang digunakan adalah penelitian kualitatif dengan desain penelitian adalah studi kasus. Variabel penelitian adalah karakteristik petugas assembling, Standar Operasional Prosedur ( SOP ) assembling, tugas pokok dan fungsi assembling, sarana prasarana dibagian assembling, dan kepatuhan petugas assembling terhadap tugas assembling. Subyek penelitian adalah petugas assembling berjumlah 2 orang. Obyek penelitian yaitu Standar Operasional Prosedur ( SOP ) dan sarana prasarana. Instrumen observasi menggunakan pedoman observasi dan wawancara. Pengolahan data dengan cara editing dan penyajian data. Data dianalisis dengan metode content analysis dalam bentuk narasi dan selanjutnya dibandingkan dengan teori.

Hasil yang diperoleh dari penelitian yaitu petugas assembling berjumlah 2 orang, jenis kelamin perempuan, berpendidikan D3 Rekam Medis, berusia 22 tahun dengan lama kerja 6 bulan dan tanpa pengalaman pelatihan, serta berusia 37 tahun dengan pengalaman kerja 7 tahun dan dengan mengikuti pelatihan, tugas pokok assembling yaitu mengurutkan DRM, kelengkapan DRM, dan pengendalian DRM. Sarana Prasarana yang digunakan yaitu, buku ekspedisi DRM, note kelengkapan, dan ATK. Kepatuhan petugas terhadap Standar Operasional Prosedur (SOP) di dapatkan petugas tidak melakukan kegiatan pemberian nomer register, karena sistem penomoran sudah komputerisasi, petugas tidak melakukan kegiatan pengambilan sampel 40-50 DRM bandel dan merekap data hasil cek secara kuantitatif, hal tersebut karena petugas meneliti kelengkapan DRM pada semua DRM yang masuk dari bangsal, petugas tidak melakukan kegiatan penerimaan DRM kembali dari bangsal tepat waktu, karena pihak bangsal tidak mengembalikan DRM setelah pasien pulang.

Oleh karena itu disarankan merevisi Standar Operasional Prosedur (SOP) kelengkapan DRM dengan memberikan prosedur analisa kelengkapan DRM, membuat kartu kendali sesuai Standar agar tidak mudah hilang, dan mengsosialisasikan Standar Operasioanl Prosedur (SOP) pengendalian DRM

Kata Kunci : Asembling, Standar Operasional Prosedur, Kepatuhan

**Analysis Compliance Officer Assembling Against Standard  
Operating Procedure On Duty assembled at Hospital Medical Record  
Unit Brebes 2016**

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**ABSTRACT**

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In observations made of the results of quantitative analysis at 10 document medical records obtained incompleteness on the review of the identification of as much as 40% and incompleteness on the review Authentication 20%, previously in hospitals Brebes there is no function of assembly, but in March 2016 began assembling there clerk. The purpose of this study to analyze the compliance officer dalam assembling the Standard Operating Procedure (SOP) on the task of assembling at Hospital Medical Record Unit Brebes.

This type of research is qualitative research and research design is a case study. Subjects were assembled officers amounted to 2 people. Object of research that Standard Operating Procedures (SOP). The research variables are the characteristics of the assembled officers, Standard Operating Procedures (SOP) assembly, duties and functions of assembly, section assembly infrastructure, and compliance officers the task of assembling the assembly. Subjects were assembled officers amounted to 2 people. Object of research that Standard Operating Procedures (SOP). Instruments observation using observation and interview. Processing of data by editing and presentation of data. Data were analyzed using content analysis method in narrative form and then compared with the theory.

The results of the study, namely officers assembled numbered 2, female gender, education D3 Medical Record, the 22 year old with a long work 6 months and no training experience, as well as the 37-year work experience of 7 years and with training, basic tasks an assembly in which the order of DRM, completeness DRM and DRM controls. Infrastructure used, namely, book expedition DRM, note completeness, and ATK. Compliance officer of the Standard Operating Procedure (SOP) in the clerk did get numbers giving activity registers, because the numbering system has been computerized, the officer did not conduct sampling and recapitalize 40-50 stubborn DRM check results data quantitatively, it is because the officers examined the completeness DRM DRM on all who entered from the ward, the officer did not perform activities of receiving DRM back of the ward on time, because the wards no DRM after the patient returns home

Therefore, it is advisable to revise the Standard Operating Procedure (SOP) completeness DRM to provide DRM completeness analysis procedures, making control cards according to Standard that are not easily lost, and socialize operasioanl Standard Procedure (SOP) control DRM

Keyword : assembly, Standard Operating Procedures, Compliance