

**TINJAUAN KEBIJAKAN DAN PERAN PETUGAS REKAM MEDIS  
DALAM PENYIMPANAN DRM RAWAT INAP DI RUMAH SAKIT  
BHAYANGKARA SEMARANG  
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**ABSTRAK**

Sistem penjajaran filing rawat inap di RS. Bhayangkara Semarang menggunakan metode Terminal Digit Filing. Namun masih ada DRM yang tidak tersusun rapi sesuai penjajarannya dan DRM tahun 2015 – 2016 belum ditata di rak filing meskipun masih ada tempat yang cukup untuk menyimpan DRM. Penelitian ini bertujuan untuk mengetahui bagaimana kebijakan dan peran petugas dalam penyimpanan DRM rawat inap.

Penelitian ini adalah penelitian deskriptif, dengan metode observasi dan wawancara. Subyek penelitian adalah kepala rekam medis dan 4 petugas rekam medis. Objek penelitian adalah kebijakan dan peran petugas dalam penyimpanan DRM rawat inap.

Hasil penelitian menunjukkan alur penyimpanan belum dilaksanakan sesuai SOP, DRM masih disimpan didalam kardus sehingga sistem penjajaran tidak dilakukan sesuai aturan rumah sakit. Kebijakan penyimpanan DRM belum dilakukan dengan baik, seperti sistem penyimpanan yang digunakan sentralisasi namun kenyataanya secara desentralisasi. Kendala retensi, tidak ada petugas filing rawat inap, rak filing serta ruang arsip yang kurang luas. Petugas sudah melakukan tugas sesuai dengan perannya.

Saran, Petugas dibriefing agar mengetahui kebijakan yang ada di unit rekam medis. Sistem penyimpanan dilaksanakan secara sentralisasi dengan sistem penjajaran secara TDF dan mengumumkan SOP langkah-langkah penyimpanan dan penjajaran.

Kata Kunci : Kebijakan, Peran Petugas, Filing

**REVIEW OF POLICY AND MEDICAL RECORD OFFICERS ROLE ON  
MEDICAL RECORDS STORAGE IN RS. BHAYANGKARA SEMARANG  
YEAR 2017**

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**ABSTRACT**

Alignment system of in-patient filing in RS. Bhayangkara Semarang used Terminal Digit Filing method. But there still had medical records that did not neatly arranged according to its alignment and medical records year 2015 - 2016 had not been arranged into filing shelves although there was an empty space to store medical records. This study aimed to find out how the policy and officers role on inpatient medical records storage.

This study was a descriptive study, with observation and interview method. Subjects of this study were head of medical record and 4 medical record officers. Object of this study was the policy and of officers role on inpatient medical records storage.

Results showed that storage procedures had not been implemented according to SOPs, Medical records still stored in cardboard so that alignment system was not done according to hospital rules. Medical records storage policy had not been well implemented, storage systems used centralized but in fact decentralized storage systems. Retention constraints, no inpatient filing officer, filing shelves and storage room was less extensive. Officers had performed their task in accordance with its role.

Suggestions, Officers should be briefed to know medical record unit policies. Storage system implemeted by centralize with TDF alignment system and announces SOPs of storage and alignment steps.

Keyword : Policies, Officer Roles, Filing