

## **TINJAUAN PELAYANAN REKAM MEDIS BAGIAN FILING DI PUSKESMAS BEJEN KABUPATEN TEMANGGUNG TAHUN 2014**

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### **ABSTRAK**

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. Sistem penyimpanan di Puskesmas Bejen 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 Filing di Puskesmas Bejen Temanggung.

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

Berdasarkan hasil penelitian di Puskesmas Bejen Kabupaten Temanggung pelayanan rekam medis meliputi TPPRJ, TPPRI, URJ, URI, assembling, koding, filing 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 SNF (Straight Numerical Filing), sistem penyimpanan menggunakan sistem desentralisasi, sarana yang terdapat di filing meliputi rak penyimpanan, meja, kursi, buku register, DRM, map, dan alat tulis kerja, di Puskesmas Bejen belum ada protap yang mengatur pelayanan rekam medis.

Jadi dapat disimpulkan bahwa ketidaksinambungan data klinis pasien dikarenakan penggunaan KIB hanya pada pendaftaran rawat jalan saja, sistem penomoran menggunakan UNS (Unit Numbering System), sistem penjajaran menggunakan SNF (Straight Numerical Filing), sistem penyimpanan menggunakan sistem desentralisasi dan pelayanan pasien lebih lama karena kurangnya sarana bagian filing di Puskesmas Bejen Kabupaten Temanggung. Dengan demikian peneliti menyarankan 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 filing, dan perlu dibuat protap tertulis tentang pelayanan rekam medis di Puskesmas Bejen.

Kata Kunci : Pelayanan rekam medis, Filing, Puskesmas.

**REVIEW OF THE MEDICAL RECORD SERVICE SECTION FILING IN  
PRIMARY HEALTH CARE BEJEN DISTRICT TEMANGGUNG YEAR  
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**REVIEW OF THE MEDICAL RECORD SERVICE SECTION FILING IN PRIMARY HEALTH CARE BEJEN  
DISTRICT TEMANGGUNG YEAR 2014**

Storage system in primary health care Bejen using decentralized system and medical record numbering is only used on an outpatient medical record documents while inpatient medical record documents only using the serial number, consequently the data of outpatient and inpatient care is not sustainable. The general objective of this study was to determine the service medical record section filing in Primary health care Bejen district Temanggung.

This type of research is descriptive, with observation data retrieval and interviews. Subjects were Filing officer and head of TU (Administration), while the object of study is medical record services in filing.

Based on the results of research services at primary health care medical records include outpatient registration, inpatient registration, outpatient unit, inpatient unit, assembling, coding, filing and recording and reporting system at primary health care (SP3), numbering system used Unit Numbering System, alignment system used is an alignment system with direct numbers or SNF (Straight Numerical Filing), storage system using decentralized system, facilities contained in the filing include storage racks, tables, chairs, book registers, medical record documents, folders, and stationery work, in primary health care Bejen has been no standard procedure governing medical record services.

So it can be concluded that the discontinuity due to the use of clinical data of patients treated only on an index card registration outpatient only, numbering system used Unit Numbering System, alignment system used is an alignment system with direct numbers or SNF (Straight Numerical Filing), storage system using decentralized system, and longer patient care because of lack of facilities in filing Primary health care Bejen district Temanggung. Thus researchers suggest to add to the family code, numbering system on inpatient use UNS (Unit Numbering System), using a centralized storage system, need for Main Index Patient Cards, tracer, expedition books, and control cards in the filing, must be made in writing policies and standard operating procedures of the medical record service section filing in Primary health care Bejen district Temanggung.

Keyword : Medical record service, filing, Primary Health Care.

