

Undergraduate Study Program of Public Health
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Semarang
2010

ABSTRACT

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EVALUATION OF MEDICAL RECORD DELAY document distribution OUTPATIENT the outpatient clinic (QUALITATIVE STUDY IN THE CITY SEMARANG Hospital).

XV + 144 pages + 2 tabel list + 4 picture list + 13 enclosure

Documents medical record serves as a support for health care patients, because inside there is a history of medical record documents the patient's illness, diagnosis of patients drug. Therefore, delays in distributing medical record documents from TPPRJ the outpatient clinic will have an impact on patient health care through the implementation of management approach document distribution is influenced by the medical record five elements, namely man, money, materials, machine, method of. The research objective was to evaluate the occurrence of delays in distributing medical record file to the outpatient clinic.

The research method using descriptive method with approach of case studies. Research subjects are filing officer, the head of outpatient care, outpatient coordinator. From the observation it is known that the distribution of delay caused by the length of the document search, document distribution delays, misplaced / misfiled, the absence of tracer

Based on the research should be encouraged to distribute jobs to workers, and employers should be more frequently evaluate and motivate staff.

Keyword : Documents medical record, distribution, filing

Bibliography : 31(1994-2009)

ABSTRAK

Ema Rachmasari

EVALUASI KETERLAMBATAN PENDISTRIBUSIAN DOKUMEN REKAM MEDIS RAWAT JALAN KE POLIKLINIK (STUDI KUALITATIF DI RSUD KOTA SEMARANG)

Xv+61 hal+9 tabel+2 gambar+1 Lampiran

Dokumen rekam medis berfungsi sebagai penunjang pelayanan kesehatan pasien, sebab didalam dokumen rekam medis terdapat riwayat penyakit pasien, diagnosa obat pasien. Oleh karena itu keterlambatan pendistribusian dokumen rekam medis dari TPPRJ ke poliklinik akan berdampak terhadap pelayanan kesehatan pasien melalui pendekatan manajemen penyelenggaraan pendistribusian dokumen rekam medis dipengaruhi oleh 5 unsur yaitu *man, money, material, machine, methode*. Tujuan penelitian adalah mengevaluasi terjadinya keterlambatan pendistribusian berkas rekam medis rawat jalan ke poliklinik.

Metode penelitian menggunakan metode deskriptif dengan pendekatan studi kasus. Subjek penelitian yaitu petugas filing, kepala rawat jalan, coordinator rawat jalan.

Dari hasil observasi dapat diketahui bahwa keterlambatan pendistribusian disebabkan oleh lamanya pencarian dokumen, penundaan pendistribusian dokumen, salah letak/ *misfiled*, tidak adanya *tracer*

Berdasarkan penelitian diatas dapat disarankan sebaiknya ada pembagian pekerjaan kepada petugas, dan sebaiknya atasan lebih sering mengevaluasi dan memotivasi petugas.

Kata kunci : Dokumen rekam medis, pendistribusian, filing.

Kepustakaan: 31 buah, 1994 – 2009