

ANALISA TATA LETAK MEJA KERJA DI RUANG URM DARI ASPEK WORK SPACE DI RSUD KOTA SEMARANG TAHUN 2013

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ABSTRAK

Tata letak meja kerja bagi petugas bagian rekam medis perlu diperhatikan keefisienannya karena untuk mempermudah petugas dalam menjalankan pekerjaannya. Tujuan penelitian ini adalah untuk menganalisis tata letak meja kerja di ruang URM dari aspek work space di RSUD Kota Semarang tahun 2013.

Jenis penelitian adalah deskriptif dengan metode observasi dan wawancara. Variabel penelitian adalah fungsi kerja, antropometri, work space, ruang URM, penataan meja kerja. Instrumen penelitian menggunakan pedoman dan lembar observasi, meteran dan pedoman wawancara sedangkan populasinya adalah 12 petugas URM RSUD Kota Semarang.

Berdasarkan hasil penelitian ukuran work space masing-masing petugas belum ergonomis (1,6 m²) masih kurang dari ukuran yang dianjurkan (2,1 m²) dan masih terlihat sempit. Ruang URM di RSUD Kota Semarang terdiri dari meja kepala bagian rekam medis, meja assembling, koding, filing, pelaporan, asuransi, meja ekspedisi, rak assembling, meja serbaguna, rak buku dan loker petugas. Masing-masing bagian di URM RSUD Kota Semarang mempunyai fungsi kerja yang berbeda dimana pada setiap bagian membutuhkan area kerja yang luas tetapi pada area kerja yang sekarang belum efisien bagi petugas. Dengan luas yang dimiliki oleh ruang URM di RSUD Kota Semarang dirasa sudah cukup luas karena dapat menampung 14 meja kerja petugas dan dapat memungkinkan bila diadakan perubahan dan penambahan luas area kerja setiap petugas.

Kata Kunci : fungsi kerja, antropometri, work space

ANALYSIS TABLE LAYOUT URM WORK IN THE ASPECT OF WORK SPACE IN THE SEMARANG CITY HOSPITAL ON THE YEAR 2013

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ABSTRACT

Layout management for medical records officer to consider the size and efficiency of the means to facilitate the work of officers as officers in the work and do not disturb the productivity of workers. The purpose of this study was to analyze the layout of the desks in the room URM aspects of work space in Semarang City Hospital in 2013.

Type of research is descriptive method of observation and interviews. Variable research is the work function, anthropometry, work space, space URM, structuring workbench. Instruments and guidelines for research using observation sheets, meter and interview guides, while it is population is 12 officers URM Hospital Semarang.

Based on the research results of work space size of each officer be seen from the work function of each officer yet ergonomic (1,6 m²) was less than the recommended size (2,1 m²) and still looks narrow in size so that the workers are not free to carry out their work activities. URM space in Semarang City Hospital consists of a table section chief medical records, assembling tables, table coding, filing desks, tables reporting, insurance tables, table expeditions, assembling shelves, multipurpose table, bookshelves and lockers officer. Each piece in URM Hospital Semarang has a different work function and in each section requires a large work area, but the area of work which is not yet efficient for officers in that section. With an area of space that is owned by URM in Semarang City Hospital deemed broad enough because it can accommodate 14 officers and a workbench can enable when held extensive changes and additions to the work area every officer.

Keyword : work function, anthropometry, work space