

ABSTRAK

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ANALISIS KEBUTUHAN PEGAWAI REKAM MEDIS DI UNIT REKAM MEDIS RS TK.IV GUNTUNG PAYUNG BANJARBARU

KTI. Program Studi D3 Perekam dan Informasi Kesehatan.2020
(xvii + 84)

Salah satu metode perencanaan kebutuhan pegawai adalah *Workload Indicator Staff Need* (WISN). Unit Rekam Medis RS Tk.IV Guntung Payung Banjarbaru masih memiliki kendala SDM khususnya dalam bidang rekam medis. Hal itu disebabkan karena tidak adanya SDM yang berkompetensi khusus di bidang rekam medis sehingga beberapa bagian/ kegiatan seperti pendaftaran, filling, koding dan assembling ditangani oleh petugas dengan kompetensi lain seperti perawat, bidan dan SPK. Tujuan penelitian adalah menganalisis kebutuhan pegawai rekam medis di unit rekam medis RS Tk.IV Guntung Payung Banjarbaru. Metode penelitian ini menggunakan deskriptif dengan pendekatan kualitatif yaitu untuk mendeskripsikan atau menggambarkan kebutuhan pegawai rekam medis menurut metode WISN di unit rekam medis RS Tk.IV Guntung Payung Banjarbaru. Subjek dalam penelitian ini yaitu kepala rekam medis dan staf di unit rekam medis RS Tk.IV Guntung Payung Banjarbaru. Berdasarkan hasil penelitian, waktu kerja yang tersedia bagi petugas rekam medis pada unit kerja rekam medis RS Tk. IV Guntung Payung Banjarbaru selama tahun 2019 adalah 104.160 menit per-tahun. Standar beban kerja pada pendaftaran pasien rawat jalan baru dan lama adalah 20.832 menit, pendaftaran pasien rawat inap adalah 8.680 menit, filing adalah 34.720 menit, assembling adalah 104.160 menit, koding adalah 13.020 menit dan pelaporan adalah 5.208 menit. Standar waktu kelonggaran yaitu 0,02 menit. Berdasarkan hasil perhitungan kebutuhan pegawai rekam medis dibutuhkan satu orang petugas di tiap kategori kegiatannya. RS Tk.IV Guntung Payung Banjarbaru perlu adanya penambahan petugas dibagian assembling yaitu satu orang. Apabila RS Tk.IV Guntung Payung Banjarbaru melakukan perekrutan pegawai baru, sebaiknya berlatar belakang pendidikan D3 RMIK.

Kata Kunci : Kebutuhan pegawai rekam medis di unit rekam medis

ABSTRACT

DINA. 17D30343

ANALYSIS OF THE NEEDS OF MEDICAL RECORDS EMPLOYEES IN THE MEDICAL RECORD UNIT IN TK.IV GUNTUNG PAYUNG HOSPITAL BANJARBARU

KTI. D3 Medical Record and Health Information Study Program.2020

(xvii + 84)

One method of planning the need for employees is the Workload Indicator Staff Need (WISN). The Medical Record Unit of Tk.IV Guntung Payung hospital Banjarbaru, still has human resource constraints, especially in the field of medical records. That was caused by the absence of human resources with special competence in the field of medical records so that some parts / activities such as registration, filling, coding and assembling are handled by officers with other competencies such as nurses. The purpose of this study was to analyze the needs of medical records employees in the medical record unit at the Tk.IV Guntung Payung hospital Banjarbaru. This research method uses descriptive with a qualitative approach that is to describe or describe the needs of medical records employees according to the WISN method in the medical record unit at Tk.IV Guntung Payung hospital Banjarbaru. The subjects in this study were the head of the medical record and the staff in the medical record unit at Tk.IV Guntung Payung hospital Banjarbaru. Based on the results of the study, available work time for medical records officers at the medical record work unit at Tk.IV Guntung Payung hospital Banjarbaru during 2019 was 104,160 minutes per year. The standard workload for new dan old outpatient registration is 20.832 minutes, inpatient registrations are 8,680 minutes, filing is 34,720 minutes, assembling is 104,160 minutes, coding is 13.020 minutes and reporting is 5,208 minutes. The standard allowance time is 0.02. Based on the calculation of the need for medical record staff, one officer is required in each category of activity. Tk.IV Guntung Payung hospital Banjarbaru need additional officers in the assembling section namely one person. If in Tk.IV Guntung Payung hospital Banjarbaru recruits new employees, it is better to have an educational D3 RMIK.

Keywords : The need for medical records employees in the medical record unit