

## ABSTRAK

MELATI.17D30357

TINJAUAN IMPLEMENTASI SOP RETENSI REKAM MEDIS BERDASARKAN TINGKAT OVERLOAD FILING DI RS BHAYANGKARA TK III BANJARMASIN

KTI. Program studi DIII Perekam dan Informasi Kesehatan.2017  
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SOP retensi rekam medis di RS Bhayangkara TK III Banjarmasin sudah dibuat tapi dalam implementasinya belum dilaksanakan karena dokumen rekam medis masih belum sesuai SOP. Tujuan penelitian ini adalah untuk mengetahui Bagaimana Implementasi SOP retensi rekam medis berdasarkan tingkat overload filing di RS Bhayangkara TK III Banjarmasin. Penelitian ini adalah penelitian deskriptif yaitu penelitian yang dilakukan bertujuan untuk melihat gambaran fenomena yang terjadi di dalam suatu populasi tertentu. Penelitian ini menggunakan metode penelitian survey deskriptif. Subjek dalam penelitian ini adalah kepala instalasi rekam medis dan petugas filing yang berjumlah 3 orang. Objek penelitian ini adalah di RS Bhayangkara TK III Banjarmasin di bagian ruang filing. Hasil penelitian menunjukkan bahwa untuk konsistensi tingkat kinerja petugas filing sudah konsisten tapi masih ada kekurangan dalam hal penyimpanan, pengambilan kembali, dan proses retensi. *Filing* rekam medis mengalami kelonggaran setelah dilakukan retensi. Proses monitoring dan evaluasi masih belum dilakukan di RS Bhayangkara TK III Banjarmasin, Sebaiknya SDM ditambahkan agar kegiatan bisa berjalan baik, rak ditambahkan lagi agar tidak sesak, monitoring dan evaluasi segera dilakukan agar bisa mengetahui apakah sudah berjalan dengan baik

Kata Kunci : Tinjauan Implementasi SOP, Petugas Filing, *Filing* rakam medis

## **ABSTRACT**

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*REVIEW OF MEDICAL REC RECORD SOP IMPLEMENTATION BASED ON OVERLOAD FILING LEVEL IN BHAYANGKARA RS TK III BANJARMASIN*

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*SOP for retention of medical records at Banjarmasin Bhayangkara Kindergarten III Hospital has been made but in its implementation it has not been implemented because the medical record documents are still not in accordance with the SOP. The purpose of this study was to determine how the implementation of SOP retention of medical records based on the level of overload filling in Bhayangkara TK III Banjarmasin Hospital. This research is a descriptive research that is research conducted aimed at seeing a picture of phenomena that occur in a particular population. This research uses descriptive survey research methods. The subjects in this study were the head of the medical record installation and filing officers, amounting to 3 people. The object of this study is at Bhayangkara Kindergarten III Banjarmasin Hospital in the filing room section. The results showed that for consistency the level of performance of filing officers was consistent but there were still shortages in terms of storage, retrieval, and retention processes. Filing of medical records is relaxed after retention. The process of monitoring and evaluation is still not done in Bhayangkara Hospital III Kindergarten Banjarmasin, It is better if human resources are added so that activities can run well, more shelves are added so that they are not crowded, monitoring and evaluation are carried out immediately so that we can find out whether it is going well.*

*Keywords: Review of SOP Implementation, Filing Officer, Medical Raking Filing*