

ABSTRAK

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Implementasi Standar Prosedur Operasional (SPO) Pengembalian Berkas Rekam Medis di Puskesmas Banjarbaru Selatan Tahun 2019

Karya Tulis Ilmiah. Program Studi D- 3 Perekam dan Informasi Kesehatan. 2020

(xvi + 36 + Lampiran)

Sistem pengembalian berkas rekam medis sangat penting dalam menunjang pelayanan berkas rekam medis khususnya pengolahan rekam medis apabila terjadi keterlambatan pengembalian berkas rekam medis, maka pengolahan data pasien akan terlambat sehingga kegiatan pelaporan juga akan terlambat. Tujuan penelitian ini adalah untuk mengetahui Standar Prosedur Operasional (SPO) pengembalian berkas rekam medis di Puskesmas Banjarbaru Selatan tahun 2019. Penelitian ini menggunakan metode penelitian deksriptif yaitu mendeskripsikan atau menggambarkan pengembalian berkas rekam medis dari poli ke ruang filling di Puskesmas Banjarbaru Selatan. Pengambilan data dengan wawancara, observasi dan studi dokumentasi. Subyek penelitian ini adalah petugas rekam medis, perawat, dan kepala puskesmas di Puskesmas Banjarbaru Selatan. Berdasarkan hasil penelitian yang diperoleh bahwa Standar Prosedur Operasional (SPO) pengembalian berkas rekam medis di Puskesmas Banjarbaru Selatan ada tetapi digabung karena ruangan rekam medis belum memungkinkan dan belum di renovasi. Pengembalian berkas rekam medis di Puskesmas Banjarbaru Selatan sudah sesuai SPO. Penyimpanan berkas rekam medis di Puskesmas Banjarbaru Selatan sudah sesuai dan sistem penyimpanan nya memakai sistem family folder dengan memakai kode wilayah.

Kata Kunci: Standar Prosedur Operasional (SPO) , Pengembalian Rekam Medis, Penyimpanan

Kepustakaan: 28, 1994-2019

ABSTRACT

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IMPLEMENTATION OF STANDARD OPERATING PROCEDURES (SOP) RETURNING MEDICAL RECORD IN PUSKESMAS BANJARBARU SELATAN IN 2019

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The medical record file return system is very important in supporting the medical record file service, especially the medical record processing if there is a delay in returning the medical record file, the processing of patient data will be delayed so that reporting activities will also be delayed. The study aims to determine the Standard Operating Procedure (SPO) for returning medical record at the Primary health center Banjarbaru in 2019. This study uses a descriptive research method that is describing or describing the return of medical record files from poli to the filling room at the South Banjarbaru Health Center. Retrieval of data by interview, observation and study documentation. The subjects of this study were medical record officers, nurses, and the head of the puskesmas at the Banjarbaru Selatan Puskesmas. Based on the research results obtained that the Standard Operating Procedure (SPO) for returning medical record files at the South Banjarbaru Health Center exists but is merged because the medical record room is not possible and has not been renovated. The return of medical record files at the South Banjarbaru Health Center is in accordance with the SPO. The storage of medical record files at the South Banjarbaru Health Center is appropriate and the storage system uses a family folder system using the area code.

Keyword: Standard Operating Procedures (SPO), Medical Record Returns, Storage

Literatures: 28, 1994-2019