

ABSTRAK

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GAMBARAN BEBAN KERJA DAN KEBUTUHAN SUMBER DAYA MANUSIA (SDM) DI UNIT REKAM MEDIS PUSKESMAS GUNTING PAYUNG BANJARBARU TAHUN 2021

Karya Tulis Ilmiah. Program Studi Perekam Dan Informasi Kesehatan, 2021

Beban kerja adalah banyaknya jenis pekerjaan yang harus diselesaikan oleh tenaga kesehatan profesional dalam 1 (satu) tahun dalam satu sarana pelayanan kesehatan. Perencanaan kebutuhan Sumber Daya Manusia (SDM) dapat dilakukan dengan cara melakukan perhitungan menggunakan metode *Work Load Indicator Staff Need (WISN)*. Unit rekam medis Puskesmas Guntung Payung Banjarbaru memiliki 6 petugas, terdiri dari 3 petugas loket 1 dan 3 petugas loket 2. Semua petugas unit rekam medis sering merangkap pekerjaan lain. Sehingga menyebabkan beban kerja dari petugas lebih banyak. Penelitian ini bertujuan untuk mengetahui beban kerja dan kebutuhan Sumber Daya Manusia (SDM) di unit rekam medis Puskesmas Guntung Payung Banjarbaru. Penelitian ini menggunakan metode deskriptif. Hasil dan kesimpulan penelitian ini yaitu beban kerja di unit rekam medis Puskesmas Guntung Payung Banjarbaru menggunakan metode *Full Time Equivalent (FTE)* adalah *overload*, berarti beban kerjanya tinggi. Kebutuhan Sumber Daya Manusia (SDM) di unit rekam medis Puskesmas Guntung Payung Banjarbaru menggunakan metode *Work Load Indicator Staff Need (WISN)* adalah 7 orang, berarti Sumber Daya Manusia (SDM) nya masih kurang terutama di loket 2 memerlukan penambahan 1 petugas.

Kata Kunci: Beban kerja, *Full Time Equivalent (FTE)*, Sumber Daya Manusia (SDM), *Work Load Indicator Staff Need (WISN)*.

Daftar Pustaka: 25 Referensi (2004-2021)

ABSTRACT

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A DESCRIPTION OF THE WORKLOAD AND HUMAN RESOURCE NEEDS IN THE MEDICAL RECORDS SECTION OF THE GUNTUNG PAYUNG COMMUNITY HEALTH CENTER BANJARBRU IN 2021

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Workload is the number of types of work that must be completed by professional health workers in 1 (one) year in one health service facility. Planning for Human Resources (HR) needs can be done by calculating using the Work Load Indicator Staff Need (WISN) method. The medical record unit at the Guntung Payung Health Center Banjarbaru has 6 officers, consisting of 3 officers at counter 1 and 3 officers at counter 2. All medical records unit officers often have other jobs. This causes the workload of the officers to be more. This study aims to determine the workload and needs of Human Resources (HR) in the medical record unit at the Guntung Payung Health Center Banjarbaru. This research uses a descriptive method. The results and conclusions of this study are that the workload in the medical record unit at the Guntung Payung Health Center Banjarbaru using the Full Time Equivalent (FTE) method is overloaded, meaning the workload is high. The need for Human Resources (HR) in the medical record unit of the Guntung Payung Health Center Banjarbaru using the Work Load Indicator Staff Need (WISN) method is 7 people, meaning that Human Resources (HR) are still lacking, especially at counter 2 requiring the addition of 1 (one) officer .

Keywords: Workload, Full Time Equivalent (FTE), Human Resources (HR), Work Load Indicator Staff Need (WISN)

Bibliography: 25 References (2004-2021)