

ABSTRAK

DJUMRATUN NISA, 18D30443

TINJAUAN PELAKSANAAN SISTEM DAN *DESIGN MAP FAMILY FOLDER* DI PUSKESMAS SUNGAI MARIAM TAHUN 2021

KTI. Program Studi DIII Perekam dan Informasi Kesehatan 2018

(XVI+109)

Pengelolaan Rekam Medis di Puskesmas yang paling sering di gunakan adalah sistem penyimpanan wilayah atau sistem *family folder*. Umumnya dalam satu rekam medis digunakan satu keluarga dan dimasing-masing formulir diberi tambahan kode khusus untuk menandai kode rekam medis (ayah), (ibu), dan (anak). Di Puskesmas Sungai Mariam digunakan nomor berjumlah 9 angka dengan menggunakan *Alfabeticnumeric* atau sistem angka dan nomor serta terdapat duplikasi nomor berkas rekam medis, *Map folder* yang digunakan memakai *map folder* biasa, hanya menggunakan warna *map* dan nomor rekam medis, berkas rekam medis dengan mapnya rusak berjumlah 2530 berkas. Tujuan penelitian ini untuk mengetahui pelaksanaan sistem dan *design map family folder* di Puskesmas Sungai Mariam tahun 2021. Metode penelitian menggunakan metode deskriptif, dengan subjek penelitian informan utama yaitu petugas filing dan informan triangulasi yaitu koordinator rekam medis, dan petugas pendaftaran, Instrumen penelitian ini yaitu pedoman observasi dan pedoman wawancara. Teknik analisis data penelitian ini meliputi pengumpulan data, reduksi data, penyajian data dan penarikan kesimpulan. Hasil penelitian didapat bahwa belum terdapat standar operasional prosedur tetap di Sistem Penyimpanan, Sistem Penomoran yaitu penomoran unit *numbering* sistem/(UNF), Sistem penjajaran yang digunakan yaitu sistem penjajaran *numeric* atau angka, dengan sistem *straight numbering filing*/(SNF), *map family folder* yang di gunakan pada saat ini masih menggunakan berkas map biasa yang mudah rusak, men-*design map* rekam medis *family folder* menggunakan ketentuan oleh dengan menambahkan aspek penting yaitu, nama pasien, nomor rekam medis, identitas Puskesmas, tahun akhir berobat dan tulisan *confidential*rahasia.

Kata Kunci: *family folder*, sistem penyimpanan, sistem penomoran, *design map rekam medis*

ABSTRACT

DJUMRATUN NISA, 18D30443

REVIEW OF THE IMPLEMENTATION OF THE SYSTEM AND DESIGN OF FAMILY FOLDER IN THE PUBLIC HEALTH CENTER SUNGAI MARIAM IN 2021

KTI. Diii Recorder and Health Information Study Program 2018

(XVI+109)

Medical Record Management in Public Health Centers that are most often used is the regional storage system or family folder system. Generally in one medical record is used by one family and each form is given an additional special code to mark the medical record code of the father, mother, and child. in the Mariam sungai public health center used the number of 9 numbers using Alfabeticnumeric or number and number system and there is a duplicate of the medical record file number, maps folder used using a regular folder folder, using only the folder color and medical record number, medical records file with corrupted folder numbering 2530 files. The purpose of this research is to find out the implementation of the system and design of family folder map in the Mariam Sungai Public health center in 2021. The research method uses descriptive method with the main informant research subjects are filing officers and triangulation informants, namely medical record coordinators, and registration officers The instruments of this study are observation guidelines and interview guidelines. The data analysis techniques of this research include data collection, data reduction, data presentation and conclusion drawing. The result of the study is that there is no standard operational procedure in the storage system, numbering system is unit numbering system /(UNF), the alignment system is a numerical or numerical alignment system, with a straight numbering filing/(SNF) system, maps family folder in use at this time still uses ordinary folder files that are easily damaged, design a medical record map family folder using the provisions by adding important aspects namely, patient name, medical record number, identity of public health center, final year of treatment and confidential writing.

Keywords: family folder, storage system, numbering system, design map medical record