

ABSTRAK

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TINJAUAN SISTEM PENYIMPANAN DAN PENGAMBILAN REKAM MEDIS DI RUANG *FILING* PUSKESMAS SUNGAI BESAR TAHUN 2021

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Sistem penyimpanan berkas rekam medis sangat penting untuk dilakukan dalam institusi pelayanan kesehatan, karena sistem penyimpanan dapat mempermudah berkas rekam medis yang akan disimpan dalam rak penyimpanan, mempercepat ditemukan kembali atau pengambilan berkas rekam medis yang disimpan di rak penyimpanan. Pengambilan berkas rekam medis ialah pengambilan berkas rekam medis dari rak penyimpanan, untuk dipinjam oleh poliklinik, IGD, Rawat Inap dan Penunjang Medis lainnya dengan menggunakan alat *tracer* dan buku ekspedisi. Tujuan penelitian ini adalah untuk mengetahui Sistem Penyimpanan dan Pengambilan Rekam Medis di Ruang *Filing* Puskesmas Sungai Besar Tahun 2021. Metode penelitian ini menggunakan metode penelitian deskriptif. Subjek penelitian ini yaitu 1 orang kepala unit rekam medis, 1 orang tim mutu dan 1 orang petugas penyimpanan. Data diperoleh dari hasil observasi, wawancara, pengukuran. Hasil penelitian didapat bahwa pelaksanaan standar prosedur operasional sistem penyimpanan di Puskesmas Sungai Besar tidak sesuai karena pelaksanaan tidak berdasarkan standar prosedur operasional. Standar prosedur operasional sistem pengambilan rekam medis di Puskesmas Sungai Besar tidak ada. Sistem penyimpanan yang digunakan di Puskesmas Sungai Besar sesuai karena menggunakan *family folder, alphabetic*. Untuk *family folder* tidak ada terdapat kode tambahan seperti ayah, ibu dan anak dan juga tidak disimpan satu keluarga satu map rekam medis. Sedangkan sistem penyimpanan *alphabetic* tidak di urutkan berdasarkan abjad. Sistem pengambilan rekam medis di Puskesmas Sungai Besar tidak sesuai karena tidak menggunakan *tracer*. Pelaksanaan standar prosedur operasional tidak dilaksanakan, standar prosedur operasional sistem pengambilan tidak ada, sistem penyimpanan sudah sesuai dan sistem pengambilan rekam medis tidak sesuai karena tidak menggunakan *tracer*.

Kata Kunci : Rekam medis, sistem penyimpanan, sistem pengambilan, *filing*

ABSTRACT

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REVIEW OF MEDICAL RECORD STORAGE AND RETRIEVAL SYSTEM IN THE FILING ROOM OF SUNGAI BESAR HEALTH CENTER IN 2021

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The medical record file storage system is very important to do in health care institutions, because the storage system can make it easier for medical record files to be stored on storage shelves, speed up retrieval or retrieval of medical record files stored on storage shelves. Retrieval of medical record files is retrieval of medical record files from storage shelves, to be borrowed by polyclinics, emergency rooms, inpatients and other medical supports using tracer tools and expedition books. The purpose of this study was to determine the Storage and Retrieval System of Medical Records in the Filing Room of the Sungai Besar Public Health Center in 2021. This research method uses descriptive research methods. The subjects of this study were 1 head of medical records, 1 quality team and 1 storage officer. Data obtained from observations, interviews, measurements. The results showed that the implementation of standard operating procedures for the storage system at Sungai Besar Health Center was not appropriate because the implementation was not based on standard operating procedures. There is no standard operating procedure for the medical record retrieval system at the Sungai Besar Health Center. The storage system used at Sungai Besar Health Center is appropriate because it uses a family folder, alphabetic. For the family folder, there is no additional code such as father, mother and child and also not one family in one medical record folder. While the alphabetic storage system is not sorted alphabetically. The medical record retrieval system at Sungai Besar Health Center is not appropriate because it does not use a tracer. Implementation of standard operating procedures was not implemented, standard operating procedures for the retrieval system did not exist, the storage system was appropriate and the medical record retrieval system was not appropriate because it did not use a tracer.

Keywords : Medical records, storage systems, retrieval systems, filing