

ABSTRAK

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ANALISIS FAKTOR PENYEBAB BELUM TERLAKSANANYA KEGIATAN RETENSI DAN PEMUSNAHAN BERKAS REKAM MEDIS DI RUANG *FILLING* DI PUSKESMAS MARTAPURA TIMUR

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Retensi merupakan salah satu sarana penting untuk mengatasi bertumpuknya arsip-arsip yang tidak mempunyai nilai guna lagi. Rekam medis pada sarana pelayanan kesehatan non rumah sakit wajib disimpan sekurang-kurangnya untuk jangka waktu 2 (dua) tahun terhitung dari tanggal terakhir pasien berobat. Tujuan penelitian ini adalah mengetahui gambaran faktor penyebab belum terlaksananya kegiatan retensi dan pemusnahan berkas rekam medis di ruang *filling* di Puskesmas Martapura Timur. Metode penelitian yang digunakan adalah metode penelitian deskriptif dengan subjek penelitian informan utama yaitu petugas *filling* dan informan triangulasi kepala Puskesmas Martapura Timur, kepala unit rekam medis dan petugas pendaftaran. Instrumen penelitian ini yaitu pedoman observasi dan pedoman wawancara, teknik analisis data penelitian ini yaitu menggunakan analisis univariat. Dari hasil penelitian, bahwa faktor penyebab belum terlaksananya kegiatan retensi dan pemusnahan berkas rekam medis disebabkan oleh tingkat pengetahuan petugas yang masih kurang, tingkat pendidikan yang belum sesuai kompetensi, belum ada pelatihan petugas, belum ada uraian tugas (*job description*) dan juga disebabkan oleh aspek manajemen 5 M: *man*: terbatasnya sdm petugas rekam medis, *money*: tidak ada anggaran dana, *method*: belum adanya standar prosedur operasional retensi dan pemusnahan, *machine*: belum adanya alat untuk retensi dan pemusnahan, *material*: belum ada berita acara dan surat kebijakan yang mengatur tentang retensi dan pemusnahan. Kesimpulan dari penelitian ini diketahui faktor penyebab belum terlaksananya kegiatan retensi dan pemusnahan berkas rekam medis disebabkan oleh *personal faktor* seperti tingkat pendidikan, pengetahuan dan pelatihan petugas, *situational factor* terjadinya *double job* petugas, dan juga disebabkan oleh aspek manajemen 5 M (*Man, Money, Method, Machine dan Material*).

Kata Kunci : Penyebab belum terlaksananya retensi pemusnahan

ABSTRACT

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ANALYSIS OF CAUSAL FACTORS HAS NOT BEEN CARRIED OUT RETENTION ACTIVITIES AND DESTRUCTION OF MEDICAL RECORD FILES IN THE FILLING ROOM IN PUSKESMAS MARTAPURA TIMUR

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Retention is one of the most important tools for overcoming the accumulation of files that have no use. Medical records in non-hospital health care facilities must be kept for a period of at least 2 (two) years from the last date of treatment. The purpose of this study is to know the description of the causal factors of the unfulfilled retention and destruction of medical record files in the filling room at the Puskesmas Martapura Timur. The research method used is descriptive research method with the main informant research subjects namely filling officers and triangulation informants head of Puskesmas Martapura Timur, head of medical record unit and registration officer. This research instrument is observation guidelines and interview guidelines, this research data analysis technique is using univariate analysis. From the results of the study, that the causal factors have not been carried out retention activities and destruction of medical record files caused by the level of knowledge of officers who are still lacking, the level of education that has not been in accordance with competence, there has been no training of officers, there has been no description of duties (job description) and also caused by the management aspect of 5 M: man: limited human resources of medical record officers, money: no budget, method: the absence of standard operational procedures of retention and extermination, machine: the absence of tools for retention and destruction, material: there has been no news events and policy letters governing retention and extermination. The conclusion of this study is known to be the causative factor of the unfulfillment of retention activities and destruction of medical record files caused by personal factors such as the level of education, knowledge and training of officers, situational factors of the occurrence of double job officers, and also caused by the management aspect of 5 M (Man, Money, Method, Machine and Material).

Keywords: Causes of unconsionable retention of extermination