

SITI MASYITAH. 18D30539

TINJAUAN SISTEM TATA KELOLA FILING REKAM MEDIS RAWAT JALAN DI PUSKESMAS PADANG BATUNG KABUPATEN HULU SUNGAI SELATAN TAHUN 2021

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Sistem filing adalah kegiatan menyimpan, penataan, atau penyimpanan (*storage*) dokumen rekam medis untuk mempermudah pengambilan kembali (*retrieval*). Apabila pelaksanaan penjajaran dokumen rekam medis masih ditemukan adanya salah rak, maka dapat menghambat dalam ketepatan pengambilan dan pengembalian dokumen rekam medis baik yang di simpan maupun yang dipinjam. Penelitian ini bertujuan untuk mengetahui gambaran sistem tata kelola filing rekam medis rawat jalan di Puskesmas Padang Batung Kabupaten Hulu Sungai Selatan. Metode penelitian menggunakan metode deskriptif dengan subjek penelitian informan utama yaitu petugas filing dan informan tambahan yaitu petugas pendaftaran. Hasil penelitian ini yaitu Standar Operasional Prosedur (SOP) yang tersedia (ada), yaitu standar operasional prosedur sistem penyimpanan rekam medis, namun ada beberapa standar operasional prosedur yang masih belum tersedia, yaitu standar operasional prosedur mengenai sistem penjajaran, sistem penyusutan dan pemusnahan, sistem penjajaran sesuai karena sistem penjajaran menggunakan sistem nomor langsung, sistem penyimpanan sesuai karena sistem penyimpanan menggunakan sistem sentralisasi, penyusutan tidak sesuai karena belum pernah dilakukan penyusutan, sistem pemusnahan tidak sesuai karena belum pernah dilakukan pemusnahan, sarana prasarana filing sebagian besar sudah tersedia (ada), meliputi tracer, buku register, dokumen (map) rekam medis, alat pelubang kertas, stapler dan alat tulis, sedangkan sarana prasarana yang tidak tersedia (tidak ada) yaitu ruang khusus filing, buku ekspedisi, lemari penyimpanan (bukan *roll o'pack*), tangga dan *trolly* barang. Disarankan kepada pihak puskesmas untuk melakukan penyusutan dan pemusnahan untuk mencegah penumpukan berkas rekam medis.

Kata Kunci : Tata kelola, filing, Puskesmas, SOP

ABSTRACT

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OVERVIEW OF THE GOVERNANCE SYSTEM OF OUTCOME MEDICAL RECORD FILING AT

PADANG BATUNG PUSKESMAS HULU SUNGAI SELATAN DISTRICT IN 2021

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The filing system is the activity of storing, structuring, or storing medical record documents to facilitate retrieval. If the implementation of the alignment of medical record documents is still found to have wrong shelves, it can hamper the accuracy of taking and returning medical record documents both stored and borrowed. This study aims to determine the description of the outpatient medical record filing management system at the Padang Batung Health Center, Hulu Sungai Selatan Regency. The research method uses a descriptive method with the main informant research subjects namely filing officers and additional informants namely registration officers. The results of this study are Standard Operating Procedures (SOP) that are available, namely standard operating procedures for medical record storage systems, but there are several standard operating procedures that are still not available, namely standard operating procedures regarding the alignment system, shrinkage and destruction systems, the alignment system is appropriate because the alignment system uses a direct number system, the storage system is appropriate because the storage system uses a centralized system, the depreciation is not appropriate because it has never been depreciated, the destruction system is not appropriate because it has never been destroyed, most of the filing infrastructure is available (there are), include tracer, register book, medical record document (map), punch hole tool, stapler and stationery, while infrastructure facilities that are not available (non-existent) are special filing room, expedition book, storage cupboard (not roll o'pack), ladders and goods trolleys. It is suggested to the puskesmas to carry out shrinkage and destruction to prevent the accumulation of medical record files.

Keywords : Governance, filing, Puskesmas, SOP