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## **Analisis Faktor-Faktor Belum Terlaksananya Pemusnahan Dokumen Rekam Medis Di Rumah Sakit Umum Daerah Datu Sanggul Rantau**

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(xv+141)

Dokumen rekam medis di rak penyimpanan tidak selamanya disimpan, karena akan memenuhi penyimpanan di *filing*. Cara mengurangi dokumen rekam medis dengan dilakukan pemusnahan. Pemusnahan merupakan proses kegiatan penghancuran fisik arsip rekam medis yang telah beakhir fungsi nilai gunanya. Pemusnahan harus dilakukan secara total dengan membakar, mencacah atau mendaur ulang sehingga tidak dapat dikenali lagi isi maupun bentuknya. Tujuan dari penelitian ini untuk mengetahui apa saja faktor-faktor belum terlaksananya pemusnahan dokumen rekam medis di Rumah Sakit Umum Daerah Datu Sanggul Rantau. Metode penelitian ini deskriptif kualitatif. Subjek penelitian ini terdiri dari 3 orang informan yaitu, kepala rekam medis dan 2 orang petugas *filing*. Data diperoleh dari hasil wawancara dan observasi. Analisa data dengan pengumpulan data, reduksi data, display data dan penarikan kesimpulan. Dari hasil penelitian di peroleh latar belakang pendidikan petugas rekam medis yaitu DIII Rekam medis, petugas rekam medis belum pernah mengikuti pelatihan pemusnahan dokumen rekam medis, pengetahuan petugas rekam medis akan pemusnahan dokumen rekam medis masih sangat kurang, perlunya dilakukan sosialisasi dan evaluasi standar operasional prosedur, Rumah Sakit Umum Daerah Datu Sanggul Rantau tidak ada memiliki kebijakan pelaksanaan pemusnahan dokumen rekam medis. Disarankan perlunya penambahan sumber daya manusia agar pelaksanaan pemusnahan segera dilakukan.

Kata kunci : Pemusnahan, Rekam Medis, *Filing*

## **ABSTRACT**

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### ***Analysis of Factors that Have Not Executed the Destruction of Medical Record Documents at the Datu Sanggul Rantau Regional General Hospital***

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*Medical record documents on the storage rack are not always stored, because they will fill storage in the filing. How to reduce medical record documents by destroying them. Destruction is the process of physically destroying medical record archives that have ended their useful function. Destruction must be carried out totally by burning, chopping or recycling so that the contents and shape cannot be identified. The purpose of this study is to find out what are the factors that medical record documents at the Datu Sanggul Rantau Regional General Hospital have not been destroyed. This research method is descriptive qualitative. The subjects of this study consisted of 3 informants, namely, the head of medical records and 2 filing officers. Data obtained from interviews and observations. Data analysis with data collection, data reduction, data display and summarizes the conclusions. From the results of the study, the educational background of medical record officers was obtained, namely DIII Medical Record, medical record officer has never attended training on destruction of medical record documents, the knowledge of medical record officers regarding the destruction of medical record documents is still very lacking, the need for socialization and evaluation of standard operating procedures, The Datu Sanggul Rantau Regional General Hospital does not have a policy for the destruction of medical record document. It is suggested the need for additional human resources so that the extermination is carried out immediately.*

*Keywords: Destruction, Medical Records, Filing*