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## **TINJAUAN KEAMANAN BERKAS REKAM MEDIS DI PUSKESMAS BANJARBARU UTARA TAHUN 2021**

Karya Tulis Ilmiah. Program Studi D3 Perekam dan Informasi Kesehatan. 2021  
(XVI + 66)

Keamanan berkas rekam medis menyangkut dalam bahaya dan kerusakan dari aspek biologis. Dalam Puskesmas Banjarbaru Utara belum ada kapur barus untuk menjaga kerusakan berkas bahaya yang di sebabkan oleh tikus, kecoa dan rayap. Aspek kimiawi ditemukan petugas masih makan dan minum di ruang *filling* sehingga dapat merusak berkas rekam medis. Keamanan ruangan dari kehilangan tidak mengizinkan orang lain masuk ke ruang *filling* di Puskesmas Banjarbaru Utara masih ada petugas selain petugas rekam medis masuk ke ruang *filling*. Tujuan penelitian adalah untuk mengetahui keamanan berkas rekam medis di Puskesmas Banjarbaru Utara. Metode penelitian ini menggunakan metode penelitian deskriptif kualitatif. Subjek penelitian informan utama yaitu petugas *filling* dan informan triangulasi yaitu kepala instalasi rekam medis dan kepala tata usaha. Instrumen penelitian ini yaitu pedoman observasi dan pedoman wawancara, teknik analisis data penelitian ini yaitu pengumpulan data, reduksi data, penyajian data dan penarikan kesimpulan. Hasil penelitian ini yaitu keamanan berkas rekam medis dari aspek biologis yaitu tidak terdapat kapur barus didalam rak *filling*, map dulu pernah terjadi kerusakan berkas rekam medis yang disebabkan oleh serangga, rak rekam medis masih menggunakan kayu. Keamanan berkas rekam medis dari aspek kimiawi masih terdapat petugas rekam medis makan dan minum didalam ruang *filling*. Keamanan ruangan dari kehilangan apabila terjadi kehilangan yang bertanggung jawab sesuai pembagian kode wilayah memegang, masih pernah terjadi tidak kembali dari poli berkas rekam medis yang mengakibatkan hilang, apabila berkas rekam medis hilang maka dibikinkan status yang baru dan masih terdapat petugas selain rekam medis yang keluar masuk ruang *filling*.

Kata kunci: Keamanan, *filling*, rekam medis, Puskesmas.

## **ABSTRACT**

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### **REVIEW OF MEDICAL RECORD FILE SECURITY AND CONFIDENTIALITY AT BANJARBARU UTARA PRIMARY HEALTH CARE IN 2021**

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*The security of medical record files involves being in danger and damage from the biological aspect. In the North Banjarbaru Health Center there is no camphor to protect the damage caused by rats, cockroaches and termites. The chemical aspect was found by officers still eating and drinking in the filling room so that it could damage the medical record file. The security of the room from loss did not allow other people to enter the filling room at the North Banjarbaru Health Center, there were still officers other than the medical record officer entering the filling room. The purpose of the study was to determine the security of medical record files at the North Banjarbaru Health Center. This research method uses descriptive qualitative research methods. The main informant research subjects are filling officers and triangulation informants, namely the head of the medical record installation and the head of administration. The instrument of this research is the observation guide and interview guide, the data analysis technique of this research is data collection, data reduction, data presentation and conclusion drawing. The results of this study are the safety of medical record files from the biological aspect, namely there is no camphor in the filling rack, the folder used to have damage to medical record files caused by insects, medical record shelves still use wood. Security of medical record files from the chemical aspect, there are still medical record officers eating and drinking in the filling room. Security of the room from loss if there is a responsible loss according to the division of the holding area code, there has still been no return from the medical record file poly which resulted in loss, if the medical record file is lost then a new status is made and there are still officers other than medical records coming in and out filling room.*