

## ABSTRAK

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### **Tinjauan Sistem Penyimpanan Rekam Medis di Unit *Filing* Berdasarkan Standar Akreditasi di Puskesmas Beruntung Baru Tahun 2022**

Karya Tulis Ilmiah, Program Studi Perkam dan Informasi Kesehatan. 2022  
(xiv + 84)

Puskesmas Beruntung Baru masih belum menggunakan *tracer*, akibatnya sering terjadi kasus *misfile*, belum adanya standar prosedur operasional penyimpanan rekam medis dan petugas rekam medis yang berlatarbelakang pendidikan rekam medis. Tujuan penelitian ini ialah mengetahui bagaimana pelaksanaan sistem penyimpanan rekam medis di unit *filing* berdasarkan standar akreditasi di Puskesmas Beruntung Baru. Rancangan penelitian ini ialah deskriptif kualitatif. Sampel pada penelitian ini ada 2 orang petugas rekam medis dan 1 orang kepala puskesmas dengan teknik *sampling* jenuh. Teknik pengumpulan data menggunakan pedoman wawancara dan observasi. Hasil penelitian ini ialah sistem penyimpanan rekam medis yang diterapkan sistem sentralisasi. Elemen identifikasi pasien pada *resume* medis sudah memuat elemen nama pasien, nomor rekam medis, dan tanggal lahir. Kebijakan penyimpanan rekam medis sudah cukup baik, seperti peminjaman dilakukan oleh petugas rekam medis, pengembalian dilakukan di akhir jam kerja, dan dilakukan pencatatan alur distribusi menggunakan buku ekspedisi, hanya saja belum digunakan *tracer* dalam proses distribusi rekam medis. Standar prosedur mengenai penyimpanan rekam medis masih belum ada, hanya berbentuk aturan tidak tertulis, belum sesuai dengan standar akreditasi puskesmas. Kualifikasi perekam medis dari segi pendidikan masih belum terpenuhi karena petugas rekam medis hanya berlatarbelakang pendidikan SMA. Hanya dua aspek yang memenuhi standar akreditasi, yaitu sistem penyimpanan rekam medis dan elemen identifikasi pasien.

Kata Kunci : Sistem Penyimpanan Rekam Medis, Standar Akreditasi Puskesmas, Rekam Medis.

## **ABSTRACT**

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### **Overview of the Medical Record Filing System at the Filing Unit Based on Accreditation Standards at Beruntung Baru Health Center in 2022**

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*The Beruntung Baru Health Center still does not use tracer, as a result, misfile cases often occur, there is no standard operating procedure for storing medical records and medical record officers with medical record education backgrounds. The purpose of this study was to determine how the implementation of the medical record filing system in the filing unit based on accreditation standards at this health center. The design of this research is descriptive qualitative. The sample in this study were 2 medical record officers and 1 head of the health center with saturated sampling technique. Data collection techniques using interview and observation guidelines. The result of this research is a medical record filing system which is applied by a centralized system. Patient identification elements on the medical resume already contain elements of the patient's name, medical record number, and date of birth. The filing policies are quite good, such as borrowing made by medical record officers, finishing at the end of working hours, and recording distribution flows using an expedition book, however a tracer has not been used in the medical record distribution process. Standard procedures regarding the filing of medical records do not exist, only in the form of unwritten rules, not in accordance with the accreditation standards of the health center. The qualifications of medical recorders in terms of education are still not met because they only have a high school education background. Only two aspects pass accreditation standards, the medical record filing system and the patient identification element.*

*Keyword : Medical Record Filing System, Public Health Accreditation Standards, Medical Records.*