

ABSTRAK

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GAMBARAN PENGORGANISASIAN INSTALASI REKAM MEDIS DI RSUD PEMBALAH BATUNG AMUNTAI

KTI. Program Studi Perekam dan Informasi Kesehatan
(xvi + 57 + lampiran)

Pengorganisasian adalah keseluruhan proses pengelompokan orang-orang, tugas, tanggung jawab atau wewenang sedemikian rupa sehingga tercipta suatu organisasi untuk mencapai tujuan yang telah ditetapkan. Struktur organisasi instalasi rekam medis harus memuat seluruh kegiatan pengelolaan rekam medis. Tujuan penelitian adalah mengetahui pengorganisasian instalasi rekam medis. Metode penelitian ini menggunakan penelitian deskriptif. Subjek penelitian ini adalah satu orang Kasi. Rekam Medik dan Kearsipan dan tiga orang petugas pengelolaan rekam medis. Berdasarkan hasil penelitian, struktur organisasi instalasi rekam medis telah dibuat berupa kerangka yang menunjukkan tugas pekerjaan dibagi secara keseluruhan yang terdiri dari Kepala Seksi (Kasi) Rekam Medik dan Kearsipan kemudian Kepala Instalasi Rekam Medik serta terdapat petugas *coding*, petugas *assembling & analyzing*, petugas *filing* dan petugas pelaporan. Tetapi belum semua petugas masuk ke dalam struktur organisasi dikarenakan terdapat penambahan sumber daya manusia yang baru di instalasi rekam medis. Uraian tugas yang dikerjakan oleh petugas *coding*, petugas *assembling & analyzing*, petugas *filing* dan petugas pelaporan diatur oleh Peraturan Direktur Rumah Sakit Pembalah Batung Amuntai. Beberapa petugas juga melaksanakan pekerjaan lainnya di instalasi rekam medis dikarenakan kekurangan petugas atau sumber daya manusia di instalasi rekam medis. Sebaiknya struktur organisasi diperbaharui sesuai jumlah sumber daya manusia dan melakukan pengaturan terhadap pembagian uraian pekerjaan di instalasi rekam medis sesuai dengan jumlah sumber daya manusia saat ini.

Kata Kunci : Organisasi, Rekam Medik, Rumah Sakit, Manajemen

ABSTRACT

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DESCRIPTION OF MEDICAL RECORD INSTALLATION ORGANIZATION AT PEMBALAH BATUNG AMUNTAI HOSPITAL

*Scientific Writing. Medical Record and Health Information
(xvi + 57 + attachment)*

Organizing is the whole process of grouping people, tasks, responsibilities or authorities in such a way as to create an organization to achieve the goals that have been set. The organizational structure of the medical record installation must contain all medical record management activities. The purpose of the research was to determine the organization of the medical record installation. This research method uses descriptive research. The subjects of this study were one head of the medical record department and three medical record management officers. Based on the results of the research, the organizational structure of the medical record installation has been made in the form of a framework showing the job duties divided as a whole consisting of the Head of Section of Medical Records and Archives then Head of Medical Record Installation and there are coding officers, assembling & analyzing officers, filing officers and reporting officer. However, not all officers have entered into the organizational structure because there are additional human resources in the medical record installation. Job descriptions carried out by coding officers, assembling & analyzing officers, filing officers and reporting officers as regulated by the Director's Regulation. Some officers also carry out other work at the medical record installation due to a shortage of personnel or human resources in the medical record installation. It is recommended that the organizational structure be updated according to the number of human resources and make arrangements for the distribution of job descriptions in the medical record installation in accordance with the current number of human resources.

Keywords : *Organization, Medical Record, Hospital, Management*