

ABSTRAK

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FAKTOR PENYEBAB PENUMPUKAN BERKAS REKAM MEDIS AKTIF DI RUANG *FILLING* RSUD DATU SANGGUL RANTAU

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Pengelolaan berkas rekam medis, ruang filing merupakan hal yang paling penting karena merupakan tempat penyimpanan semua berkas rekam medis. Oleh karena itu, Keterampilan petugas, SOP dan ketersediaan rak penyimpanan juga perlu diperhatikan agar tidak terjadi penumpukan berkas rekam medis. Penumpukan berkas rekam medis dapat berdampak pada pelayanan pasien di poliklinik, berdampak pada petugas filing, serta berdampak pada unit terkait di rumah sakit. Tujuan penelitian ini yaitu untuk mengetahui faktor penyebab penumpukan berkas rekam medis aktif di ruang *filling* di RSUD Datu Sanggul Rantau. Metode penelitian ini menggunakan metode penelitian deskriptif kualitatif. Subjek penelitian informan utama 5 orang petugas rekam. Instrumen penelitian ini yaitu pedoman wawancara, pedoman observasi dan kuesioner. Teknik Analisis data penelitian ini analisis kualitatif dengan memaparkan hasil wawancara, observasi, dan kuesioner. Hasil penelitian bahwa penyebab penumpukan berkas rekam medis aktif di ruang *filling* berdasarkan unsur Petugas tingkat pengetahuan petugas rekam medis di ruang *filling* masih "Kurang" (60%), latar belakang pendidikan yang bukan lulusan D3 RMIK (60%) dan semua petugas rekam medis di ruang *filling* tidak pernah mengikuti pelatihan terkait sistem penyimpanan berkas rekam medis. Berdasarkan unsur SOP yaitu pelaksanaan SOP sistem penyimpanan, penajaran, dan retensi yang masih belum diterapkan dengan baik. Berdasarkan unsur peralatan jumlah rak penyimpanan tidak sesuai kebutuhan. Dampak penumpukan berkas rekam medis aktif di ruang *filling* yaitu berdampak terhadap kecepatan petugas dalam melakukan pelayanan pasien di unit pendaftaran, karena ketersediaan berkas rekam medis menjadi lebih lama.

Kata Kunci: Rekam Medis, Penumpukan, *Filling*, Rumah Sakit

ABSTRACT

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CAUSES OF ACTIVE MEDICAL RECORD FILE COLLECTION IN THE FILLING ROOM OF DATU SANGGUL RANTAU HOSPITAL

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Management of medical record files, filing room is the most important thing because it is a place to store all medical record files. Therefore, the skills of officers, SOPs and the availability of storage racks also need to be considered so that nothing happens to medical files. The buildup of medical records can have an impact on patient care at the polyclinic, impact on filing clerk services, and have an impact on related units in the hospital. The purpose of this study was to determine the factors causing active medical files in the filling room at RSUD Datu Sanggul Rantau. This research method uses descriptive qualitative research methods. The main informant research subjects were 5 recording officers. The research instrument is interview guide, observation and questionnaire. The data analysis technique of this research is qualitative analysis by describing the results of interviews, observations, and questionnaires. The results showed that the cause of the active medical record file in the filling room based on the element of the recording officer in the filling room was still "less" (60%), educational background who was not a D3 RMIK graduate (60%) and all medical record officers in the filling room never Based on training related to medical file storage systems, Based on SOPs, namely the implementation of SOPs for storage, alignment, and retention systems that are still not implemented properly, there is no equipment for the number of storage racks that are not as needed. The impact of active medical records in the filling room is that it has an impact on the speed of officers in carrying out patient services at the registration unit, because the availability of medical record files takes longer.

Keywords: Medical Records, Stacking, Filling, Hospital