

## ABSTRAK

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### **TINJAUAN PELAKSANAAN PEMUSNAHAN BERKAS REKAM MEDIS DI PUSKESMAS SUNGAI BULUH TAHUN 2022**

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( xii + 41 + Lampiran)

Pemusnahan rekam medis merupakan salah satu upaya yang dilakukan oleh pihak puskesmas dengan tujuan mengurangi penumpukan berkas rekam medis diruang penyimpanan. Pemusnahan adalah kegiatan menghancurkan secara fisik arsip yang sudah berakhir fungsinya serta yang tidak memiliki nilai guna. Penelitian ini bertujuan untuk mengetahui pelaksanaan pemusnahan berkas rekam medis di Puskesmas Sungai Buluh. Metode penelitian ini menggunakan metode penelitian deskriptif kualitatif. Subjek penelitian informan utama 1 orang petugas pemusnahan berkas rekam medis dan informan triangulasi 1 orang kepala puskesmas. Teknik pengumpulan data yaitu dengan cara wawancara kepada informan utama dan informan triangulasi. Dari hasil penelitian bahwa pelaksanaan pemusnahan berkas rekam medis berdasarkan "*Man*" didapatkan Puskesmas Sungai Buluh hanya memiliki 1 orang staf rekam medis dengan pendidikan D3 keperawatan, Petugas pemusnahan rekam medis yang terlibat pun hanya 2 orang yaitu petugas rekam medis dan di bantu oleh petugas kebersihan. Berdasarkan faktor "*money*" didapatkan pemusnahan berkas rekam medis tidak menggunakan anggaran dana. Berdasarkan faktor "*material*" didapatkan dokumen rekam medis yang dimusnahkan adalah dokumen rekam medis yang berusia 1 tahun terhitung dari tanggal terakhir pasein berobat. Berdasarkan faktor "*methode*" didapatkan metode yang di gunakan untuk pemusnahan berkas rekam medis adalah dengan pembakaran. Berdasarkan faktor "*machine*" didapatkan ketersediaan alat pemusnahan khusus untuk pelaksanaan pemusnahan rekam medis di Puskesmas Sungai Buluh belum tersedia.

Kata Kunci: Rekam Medis, Pemusnahan, Puskesmas

## **ABSTRACT**

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### **REVIEW OF THE IMPLEMENTATION OF THE DESTRUCTION OF MEDICAL RECORD FILES AT THE SUNGAI BULUH HEALTH CENTER IN 2022**

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*(xii + 41 + Attachment)*

*The destruction of medical records is one of the efforts made by the puskesmas with the aim of reducing the accumulation of medical record files in the storage room. Destruction is the activity of physically destroying archives that have ended their function and that have no use value. This study aims to determine the implementation of the destruction of medical record files at the Sungai Buluh Health Center. This research method uses qualitative descriptive research methods. The main informants were 1 main informant who destroyed the medical record file and triangulation informant 1 head of the health center. The data collection technique is by interviewing the main informant and the triangulation informant. From the results of the study that the implementation of the destruction of medical record files based on "Man" was obtained that the Sungai Buluh Health Center only had 1 medical record staff with D3 nursing education, the medical record destruction officer involved was only 2 people, namely medical record officers and assisted by cleaners. Based on the "money" factor, it is obtained that the destruction of medical record files does not use the budget funds. Based on the "material" factor, the medical record document that was destroyed was a medical record document that was 1 year old from the last date of the pasein for treatment. Based on the "methode" factor, the method used for the destruction of medical record files is by burning. Based on the "machine" factor, it was found that the availability of special destruction tools for the implementation of the destruction of medical records at the Sungai Buluh Health Center was not yet available.*

*Keywords: Medical Records, Destruction, Public Health Center*