

ABSTRAK

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TINJAUAN PELAKSANAAN SISTEM PENYIMPANAN DI RUANG *FILLING* PUSKESMAS LANDASAN ULIN TIMUR

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Sistem penyimpanan dokumen rekam medis merupakan salah satu faktor yang sangat penting dalam pemberian pelayanan di puskesmas. Sistem penyimpanan rekam medis memberikan kumpulan data tentang segala pelayanan yang telah diberikan kepada pasien. Sehingga tingkat pengetahuan petugas rekam medis terhadap tata pelaksanaan SOP dalam sistem penyimpanan harus dilaksanakan, dan kapasitas ruang penyimpanan yang besar sangat berpengaruh dalam kesesuaian tata letak berkas rekam medis. Tujuan penelitian ini adalah untuk mengetahui pelaksanaan sistem penyimpanan di ruang *filling* Puskesmas Landasan Ulin Timur. Penelitian ini menggunakan metode penelitian deskriptif. Subjek penelitian ini dilakukan terhadap 2 Responden, 1 Petugas rekam medis dan 1 lagi kepala instalasi rekam medis. Sumber data diperoleh dari hasil wawancara dan observasi. Berdasarkan penelitian diperoleh bahwa Pelaksanaan sistem penyimpanan di ruang *filling* Puskesmas Landasan Ulin Timur adalah jenis sistem penyimpanannya menggunakan *Family Folder*, Sistem penjarannya menggunakan angka tengah (*Middle digit Filling*), petugas rekam medis tidak ada yang berlatar belakang pendidikan D3 Perekam medis dan ada terdapat SOP tentang sistem penyimpanan berkas Rekam Medis.

Kata kunci : Puskesmas, Penyimpanan dan *Ruang Filling*

ABSTRACT

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REVIEW OF THE IMPLEMENTATION OF STORAGE SYSTEMS IN THE FILLING ROOM OF THE EAST ULIN FOUNDATION CENTER

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The medical record document storage system is one of the most important factors in providing services at the puskesmas. The medical record storage system provides a collection of data about all services that have been provided to patients. So that the level of knowledge of medical record officers on the procedure for implementing SOPs in the storage system must be implemented, and the large storage space capacity is very influential in the suitability of the layout of the medical record file. The purpose of this study was to determine the implementation of the storage system in the filling room of the East Lands Ulin Public Health Center. This research uses descriptive research method. The subjects of this study were 2 respondents, 1 medical record officer and 1 head of the medical record installation. Sources of data obtained from interviews and observations. Based on the research, it was found that the implementation of the storage system in the filling room of the Landasan Ulin Timur Health Center was a type of storage system using the Family Folder, The teaching system uses middle digits (Middle digit Filing), There is no medical record officer with a D3 medical record educational background and there is an SOP regarding the medical record file storage system.

Keywords : Puskesmas, Storage and Filling Space