

ABSTRAK

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TINJAUAN UPAYA MENGATASI KEJADIAN *MISSFILE* DITEMPAT PENYIMPANAN BERKAS REKAM MEDIS RUMAH SAKIT TPT DR.R SOEHARSONO BANJARMASIN TAHUN 2021.

KTI. Program Studi Perkam dan Informasi Kesehatan
(xvii + 84)

Missfile rekam medis adalah kesalahan penempatan berkas rekam medis, salah simpan berkas rekam medis, ataupun tidak ditemukannya berkas rekam medis di rak penyimpanan. Belum menggunakan *tracer* dan *slip out* petunjuk keluar rekam medis sehingga menjadi kendala apabila terjadinya *missfile* rekam medis. Tujuan penelitian adalah mengetahui upaya mengatasi kejadian *missfile* di tempat penyimpanan rekam medis. Metode penelitian ini menggunakan penelitian deskriptif. Subyek penelitian ini adalah 1 orang petugas penyimpanan rekam medis dan 1 orang Kepala Instalasi Rekam Medis. Berdasarkan hasil penelitian, mayoritas terjadinya kejadian *missfile* rekam medis yaitu pada saat pelayanan rawat jalan sebanyak 37 rekam medis. Hal ini disebabkan keterlambatan pengembalian rekam medis lebih dari 1 x 24 jam setelah pelayanan dan kurangnya ketelitian dari petugas penyimpanan rekam medis dalam menyimpan rekam medis di rak penyimpanan. Instalasi rekam medis telah memiliki standar prosedur operasional mengenai penggunaan *tracer* dan *slip out* petunjuk keluar rekam medis. Saat ini printer yang digunakan untuk mencetak itu *tracer* dan *slip out* petunjuk keluar rekam medis telah rusak sehingga *tracer* dan *slip out* tidak digunakan. Instalasi rekam medis telah memiliki standar prosedur operasional peminjaman dan pengembalian rekam medis serta memiliki buku peminjaman dan pengembalian rekam medis. Upaya mengatasi kejadian *missfile* rekam medis di tempat penyimpanan rekam medis yaitu dengan melakukan rapat rutin secara internal oleh Instalasi Rekam Medis dengan evaluasi terhadap pelayanan rekam medis yang telah dilakukan khususnya untuk menghindari kejadian *missfile* rekam medis.

Kata Kunci : *Missfile, Tracer* Rekam Medis

ABSTRACT

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REVIEW OF EFFORTS TO OVERCOME MISSFILE INCIDENTS IN MEDICAL RECORD FILING ROOM TPT DR. R. SOEHARSONO HOSPITAL BANJARMASIN 2021

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Missfile of medical records is misplacement of medical record files, incorrectly storing medical record files, or not finding medical record files on storage shelves. Have not used tracers and slip out instructions to exit medical records so that it becomes an obstacle if there is a medical record missfile. The purpose of the study was to find out how to overcome missfile events in the medical record storage area. The subjects of this study were 1 medical record storage officer and 1 Head of the Medical Record Installation. Based on the results of the study, the majority of occurrences of medical record missfiles occurred during outpatient services as many as 37 medical records. This is due to delays in returning medical records more than 1 x 24 hours after service and the lack of accuracy from medical record storage officers in storing medical records on storage shelves. The medical record installation has standard operating procedures regarding the use of tracers and slip out instructions for exiting medical records. Currently the printer that is used to print the tracer and slip out instructions for exiting the medical record has been damaged so the tracer and slip out are not used. The medical record installation has standard operating procedures for borrowing and returning medical records and has a book for borrowing and returning medical records. Efforts to overcome the occurrence of medical record missfiles in the medical record storage area are by conducting regular internal meetings by the Medical Record Installation with an evaluation of the medical record services that have been carried out in particular to avoid the occurrence of medical record missfiles.

Keywords : *Missfile, Tracer Medical Record*

