

ABSTRAK

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TINJAUAN KEBUTUHAN TENAGA REKAM MEDIS DENGAN METODE ANALISIS BEBAN KERJA KESEHATAN (ABK-KES) DI UNIT PENDAFTARAN PUSKESMAS KALIBARU

Karya Tulis Ilmiah. Program Studi Perkam dan Informasi Kesehatan, 2022

(xvi + 65 + lampiran)

Perencanaan kebutuhan Sumber Daya Manusia (SDM) kesehatan berdasarkan metode Analisis Beban Kerja Kesehatan (ABK-KES) adalah suatu metode perhitungan kebutuhan sumber daya manusia kesehatan berdasarkan beban kerja yang dilaksanakan oleh setiap jenis Sumber Daya Manusia Kesehatan (SDMK) pada tiap fasilitas pelayanan kesehatan (fasyankes) sesuai dengan tugas pokok dan fungsinya. Metode ini digunakan untuk menghitung kebutuhan semua jenis Sumber Daya Manusia Kesehatan (SDMK). Unit rekam medis Puskesmas Kalibaru memiliki 4 petugas, terdiri dari 3 petugas pendaftaran rawat jalan dan 1 petugas *filling*. Diketahui apabila ada petugas yang berhalangan kerja, maka terjadi penambahan tugas, dikarenakan adanya petugas yang merangkap pekerjaan yang menyebabkan terjadinya penumpukan tugas. Penelitian ini bertujuan untuk mengetahui kebutuhan tenaga rekam medis di unit pendaftaran Puskesmas Kalibaru. Penelitian ini menggunakan metode deskriptif dengan pendekatan kualitatif. Hasil dan kesimpulan penelitian ini yaitu kebutuhan Sumber Daya Manusia (SDM) di unit rekam medis Puskesmas Kalibaru menggunakan metode Analisis Beban Kerja Kesehatan (ABK-KES) adalah 4 orang, berarti Sumber Daya Manusia (SDM) nya masih kurang terutama di unit pendaftaran rawat jalan memerlukan penambahan 1 petugas.

Kata Kunci: Sumber Daya Manusia (SDM), Analisis Beban Kerja Kesehatan (ABK-KES)

ABSTRACT

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REVIEW OF THE NECESSITY FOR MEDICAL RECORD PERSONNEL WITH THE HEALTH WORKLOAD ANALYSIS METHOD (ABK-KES) AT THE REGISTRATION UNIT OF THE KALIBARU PUBLIC HEALTH CENTER

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Planning for health Human Resources (HR) necessity based on the Health Workload Analysis method is a method of calculating health human resource needs based on the workload carried out by each type of Health Human Resources at each health service facility in accordance with their main duties and functions. This method is used to calculate the need for all types of Health Human Resources. The medical record unit of the Kalibaru Public Health Center has four officers, consisting of three outpatient registration officers and one filing officer. It is known that if there are officers who are unable to work, then there will be have additional duties, because their officers who hold concurrent work which causes a buildup of tasks. This study aims to determine the necessity for medical record personnel in the registration unit of the Kalibaru Public Health Center. This study uses a descriptive method with a qualitative approach. The results and conclusions of this study are that the need for Human Resources in the medical record unit of the Kalibaru Public Health Center using the Health Workload Analysis method is four people, meaning that Human Resources are still lacking, especially in the outpatient registration unit requiring the addition of one officer.

Keywords: Human Resources (HR), Health Workload Analysis (ABK-KES)