

ABSTRAK

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KETEPATAN PENGEMBALIAN DOKUMEN REKAM MEDIS RAWAT INAP DI UNIT KERJA REKAM MEDIS BERDASARKAN SOP DI RSD IDAMAN BANJARBARU 2021

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(xv + 43 + Lampiran)

Pengembalian dokumen rekam medis rawat inap adalah awal kegiatan pengolahan data rekam medis pasien. Ketepatan pengembalian dokumen rekam medis sangat penting untuk menciptakan manajemen rekam medis yang berkualitas. Keterlambatan pengembalian dokumen rekam medis lebih dari 1x24 jam dapat menghambat kegiatan pengolahan data dan informasi. Tujuan penelitian ini adalah untuk mengetahui ketepatan pengembalian dokumen rekam medis rawat inap berdasarkan SOP dan mengetahui faktor-faktor penyebab keterlambatan pengembalian dokumen rekam medis berdasarkan *Man, Money, Materials, Machine, dan Methode* di RSD Idaman Banjarbaru. Metode penelitian ini menggunakan metode deskriptif kualitatif. Subjek penelitian adalah petugas rekam medis dan kepala instalasi rekam medis. Objek penelitian adalah 22 sampel dokumen rekam medis rawat inap dari 11 ruangan pada Januari 2022. Instrumen penelitian yang digunakan yaitu pedoman wawancara dan pedoman observasi. Hasil penelitian didapatkan bahwa untuk pengembalian dokumen rekam medis belum tepat waktu, dari 22 sampel dokumen rekam medis rawat inap ada 86% atau 19 dokumen rekam medis yang dikembalikan tidak tepat waktu, faktor penyebab keterlambatan pengembalian yang paling dominan diantara faktor 5M ialah faktor *man* atau sumber daya manusia karena lamanya para Dokter, perawat, dan PPA dalam mengisi lembar resume medis.

Kata Kunci: Rekam Medis, Pengembalian, Rumah Sakit

ABSTRACT

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ACCURACY OF RETURN OF INPATIENT MEDICAL RECORD DOCUMENTS IN THE MEDICAL RECORD WORK UNIT BASED ON SOP AT IDAMAN REGIONAL HOSPITAL BANJARBARU 2021

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The return of inpatient medical record documents is the beginning of the patient's medical record data processing activities. The accuracy of the return of medical record documents is very important for creating quality medical record management. Delays in returning medical record documents more than 1x24 hours can hinder data and information processing activities. The purpose of this study was to determine the accuracy of returning inpatient medical record documents based on SOPs and find out the factors causing the delay in returning medical record documents based on Man, Money, Materials, Machine, and Methode at Idaman Hospital Banjarbaru. This research method uses qualitative descriptive methods. The subject of the study was the medical record officer and the head of the medical record installation. The object of the study was 22 samples of inpatient medical record documents from 11 rooms in January 2022. The research instruments used are interview guidelines and observation guidelines. The results of the study found that for the return of medical record documents not yet on time, of the 22 samples of inpatient medical record documents, there were 86% or 19 medical record documents that were returned not on time, the most dominant factor causing delay in return among the 5M factors was the man factor or human resources due to the length of time doctors, nurses, and PPAs filled out medical resume sheets.

Keywords: Medical Records, Returns, Hospitals