

ABSTRAK

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ANALISIS PENGELOLAAN REKAM MEDIS RAWAT INAP DI RSUD PAMBALAH BATUNG AMUNTAI TAHUN 2022

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Rekam medis rawat inap di RSUD Pambalah Batung Amuntai tidak dilakukan *assembling* sehingga hal ini mengakibatkan susunan formulir rekam medis belum sesuai kronologis pasien dan menyulitkan dalam membaca rekam medis. Kemudian analisis kelengkapan rekam medis juga belum dilakukan sehingga tidak diketahui persentase kelengkapan rekam medis yang merupakan gambaran mutu rekam medis. Selain itu pengindeksan/*indexing* juga belum dilakukan sehingga belum terdapat laporan hasil dari pengindeksan tersebut. Tujuan penelitian adalah mengetahui analisis pengelolaan rekam medis rawat inap. Metode penelitian ini menggunakan penelitian deskriptif. Subyek penelitian ini berjumlah 4 orang, yang terdiri dari petugas *assembling* dan *analising*, petugas pengkodean/*coding*, petugas pengindeksan/*indexing*, petugas penyimpanan/*filing* dan Kasi Rekam Medik. Berdasarkan hasil penelitian, alur pengelolaan rekam medis rawat inap dimulai dari saat pasien mendaftar kemudian rekam medis rawat inap dikembalikan ke instalasi rekam medis setelah pasien pulang untuk dilakukan *assembling*, analisis kelengkapan, pengkodean dan disimpan di ruang penyimpanan rekam medis. Instalasi rekam medis telah memiliki prosedur *assembling*, analisis kelengkapan, pengkodean dan penyimpanan rekam medis tetapi belum memiliki prosedur pengindeksan. Pengkodean dan penyimpanan rekam medis telah dilaksanakan tetapi *assembling*, analisis kelengkapan, dan pengindeksan belum dilakukan karena kekurangan petugas rekam medis. Pengkodean diagnosa menggunakan buku ICD 10 dan pengkodean tindakan menggunakan buku ICD 9 CM. Penyimpanan rekam medis rawat inap menggunakan sistem desentralisasi dan penjajaran rekam medis rawat inap menggunakan sistem penjajaran angka langsung (*Straight Numerical Filing System*).

Kata Kunci : Analisis, Pengelolaan, Rekam Medis, Rawat Inap

ABSTRACT

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ANALYSIS OF INPATIENT MEDICAL RECORD MANAGEMENT AT PAMBALAH BATUNG HOSPITAL IN 2022

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Inpatient medical records at the Pambalah Batung Amuntai Hospital were not assembling so that this resulted in the arrangement of the medical record forms not according to the patient's chronology and making it difficult to read medical records. Then the analysis of the completeness of the medical record has not been carried out so that the percentage of completeness of the medical record is not known which is a description of the quality of the medical record. In addition, indexing has not been carried out so that there is no report on the results of the indexing. The purpose of the research was to determine the analysis of inpatient medical record management. This research method uses descriptive research. The subjects of this study amounted to 4 people, consisting of assembling and analyzing officers, coding/coding officers, indexing/indexing officers, storage/filing officers and the Head of Medical Records. Based on the results of the research, the flow of inpatient medical record management starts from the time the patient registers then the inpatient medical record is returned to the medical record installation after the patient returns for assembling, completeness analysis, coding and stored in the medical record filing room. The medical record installation has assembling, completeness analysis, coding and filing of medical records procedures but does not yet have an indexing procedure. Coding and filing of medical records have been carried out but assembling, completeness analysis, and indexing have not been carried out due to a shortage of medical record officers. Diagnostic coding using the ICD 10 book and the coding of medical treatment using the ICD 9 CM book. Inpatient medical record filing uses a decentralized system and inpatient medical record alignment uses a straight numeric filing system.

Keywords : Analysis, Management, Medical Record, Inpatient