

## **ABSTRACT**

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### **Overview of the Medical Record Management System at the East Landas Ulin Health Center in 2022**

KTI. D3 Medical Record and Health Information Study Program, 2022

(xvi + 125)

*Medical record management is the process of controlling medical records and documents. Medical record document is a tool to record the occurrence of service transactions so that security and confidentiality must be maintained from the danger of damage. Based on a preliminary study conducted at the Landasan Ulin Timur Health Center, problems were found, starting from the inappropriate naming of medical record files, recording of patient medical records, several medical record files piled up under the table after returning from the polyclinic at the puskesmas, having entered the wrong file during the distribution of files. medical records at the destination polity, duplication of medical record file numbering, and some medical record files that were not decoding. This research method is a qualitative descriptive method. This research instrument uses observation guidelines and interview guidelines. The results of this study showed that the management of medical records starting from naming there were 5 medical record files that did not comply with the guidelines, numbering according to the guidelines, storage according to the guidelines, distribution according to the guidelines, and coding for diseases there were 20 medical record files that did not have a disease code.*

**Keywords:** *Overview, Management System, Medical Record*